

76 03908

City of Oakland
OFFICE OF THE AUDITOR-CONTROLLER

CLARIFICATION IN REQUIREMENTS FOR
ELECTRONIC DATA PROCESSING EQUIPMENT

February 14, 1962

Gentlemen:

The following clarifications in the manual of Requirements for Electronic Data Processing Equipment are to be incorporated in the manuals now in your possession.

Please note that wherever the Characters per Item have been changed on the specification sheets, the totals for the affected columns must also be changed.

Revised "Output Form" data sheets for each section are also included. The existing Output Form sheets should be removed and replaced with these revised data sheets.

PAYROLL SECTION

1. Delete "Name" and "24" in Maximum and "20" in Average columns under Characters per Item in the following specification sheets:
1, 2, 5, 6, 7, 8, 10, 11, 12, 13, and 14.
2. Specification Sheet #4 - Change % of use for "Name" to 1%.
3. Specification Sheet #8 - Add 48 Maximum and 40 Average under alphabetic characters per item column for "Savings bond name - new".
4. Specification Sheet #10 - Change the frequency from Monthly to Semi-monthly under "Input - Number of Documents".
5. Specification Sheet #15 - Add "Function number" under item description with a maximum of 6 and an average of 6 under numeric characters per item. The % of use is 100.
6. Flow Chart Page 1-6 - Change volume under #25 "Labor Distribution Tape" to 3050.

INVENTORY SECTION

7. Specification Sheet #5 - Change the number of output documents to 150 Maximum and 120 Average. Change the total lines printed on all documents to 600 maximum and 500 average.
8. Flow Chart Pages 2-3 and 2-4 - Remove pages presently in the manual and replace with the revised pages 2-3 and 2-4 attached.

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APPROPRIATION ACCOUNTING SECTION

9. Specification Sheet #31 - Add "9 a.m. Daily" to Special time requirement.
10. Flow Chart Pages 4-5 - Change volume under #8 "Receipts - Materials" to 67. Add volume of 1200 under #20 "Daily Revenue Summary Tape".

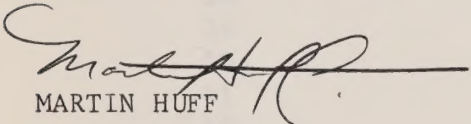
REVENUE ACCOUNTING SECTION

11. Flow Chart Page 5-3 - Change volume under #1 "Permit and License Activity Tape" to 55.

PERMITS AND LICENSES SECTION

12. Flow Chart Page 6-6 - Change volume under #23 "Master License File" to 27,000.
13. Flow Chart Page 6-8 - Change #22 "Undelivered Permit Remittance" to read #22 "Underpaid Permit Remittance". Change volume under #23 "Master License File" to 27,000. Change #25 "Master Contract File" and #25 "Updated Master Contract File" to read #25 "Master Contractor File" and #25 "Updated Master Contractor File".

Very truly yours,



MARTIN HUFF

FCH/nlh

ADMINISTRATIVE ACCOUNTING SECTION

1. Specification sheet 201 - Add "2. m. Bell" to Special time requirement.
2. Flow Chart Pages 4-5 - Change volume under 45 "Specifica - Macintosh" to 57 and volume of 11-15 under 452 "Early Macintosh Series 199".

REVENUE ACCOUNTING SECTION

1. Flow Chart Page 2-3 - Change volume under 41 "Receipt and license activity" to 32.

FINANCE AND LICENSES SECTION

1. Flow Chart Page 4-6 - Change volume under 452 "Master License File" to 17,000.
2. Flow Chart Page 4-6 - Change 452 "Unallocated Master License" to read 452 "Unallocated Master License". Change volume under 452 "Master License File" to 17,000. Change 452 "Master License File" and 452 "Unallocated Master License" to read 452 "Master License File" and 452 "Unallocated Master License".

Very truly yours,



MARTIN RUSK

12/1/81

PAYROLL

OUTPUT FORMS

Specification Sheet No.

Type of Form

Form Length in Inches

20	Preprinted	11
21	Same as 20	11
22	Same as 20	11
23	Same as 20	11
24	Stock	11
26	Stock	11
27	Preprinted	11
28	Preprinted	3½
29	Preprinted	11
31	Preprinted	3½
32	Stock	11
33	Stock	11
34	Preprinted	11
35	Preprinted	3½
36	Same as 34	11
37	Same as 27	11
38	Same as 28	3½
39	Preprinted	11
40	Stock	11
41	Preprinted	3½
42	Preprinted	11
43	Same as 42	11
44	Stock	11
45	Stock	11
46	Preprinted	3½
47	Preprinted	11
48	Preprinted	3½
49	Preprinted	3½

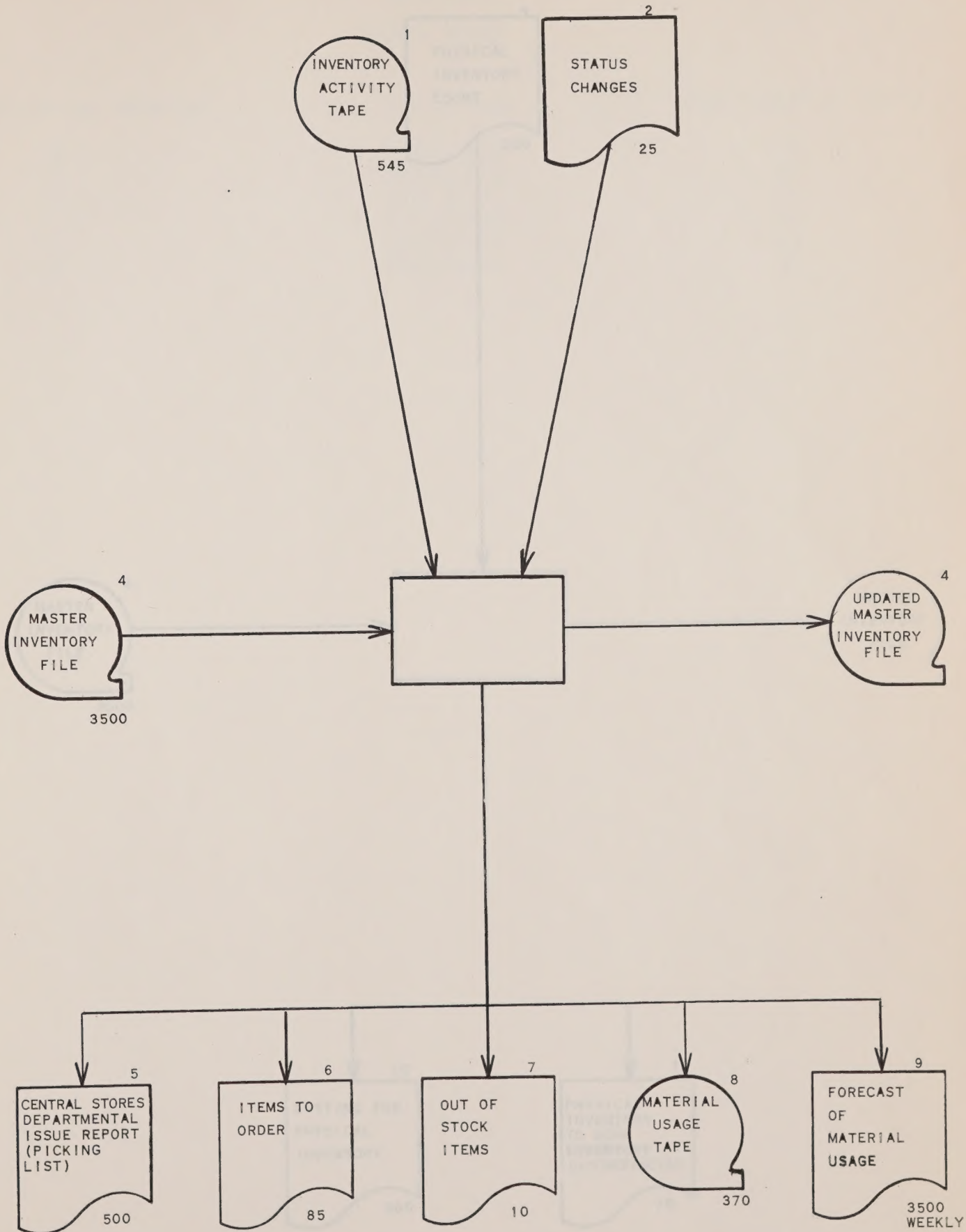
TABLE

OUTPUT FORMS

Form Length in Inches	Type of Form	Specification Sheet No.
11	Preprinted	20
11	Same as 20	21
11	Same as 20	22
11	Same as 20	23
11	Stock	24
11	Stock	25
11	Preprinted	26
11	Preprinted	27
11	Preprinted	28
11	Preprinted	29
11	Preprinted	30
11	Stock	31
11	Stock	32
11	Stock	33
11	Preprinted	34
11	Preprinted	35
11	Same as 34	36
11	Same as 37	37
11	Same as 38	38
11	Preprinted	39
11	Stock	40
11	Preprinted	41
11	Preprinted	42
11	Same as 42	43
11	Stock	44
11	Stock	45
11	Preprinted	46
11	Preprinted	47
11	Preprinted	48
11	Preprinted	49

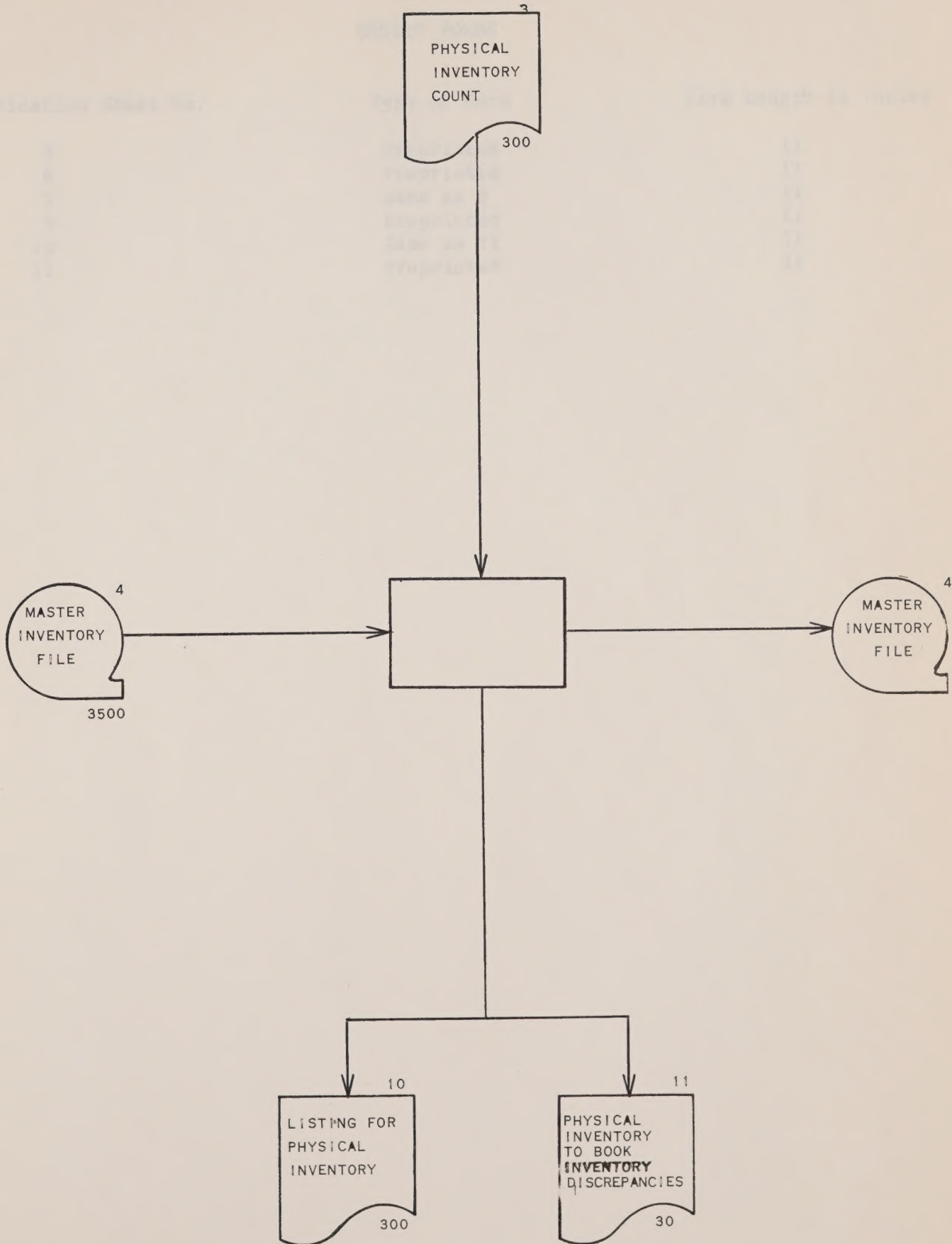
INVENTORY ACCOUNTING

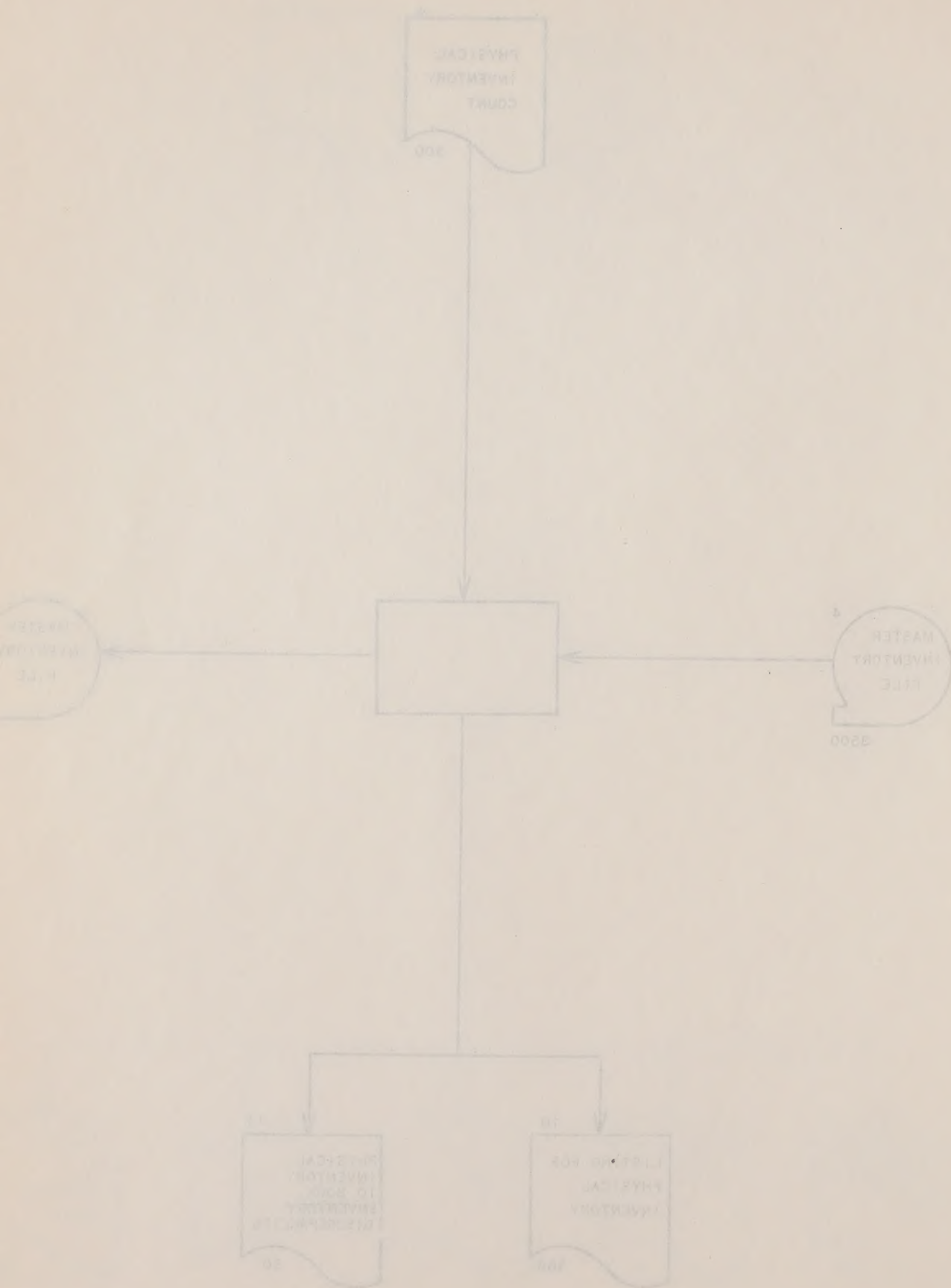
DAILY RUN



INVENTORY ACCOUNTING

MONTHLY RUN





INVENTORY

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
5	Preprinted	11
6	Preprinted	11
7	Same as 6	11
9	Preprinted	11
10	Same as 11	11
11	Preprinted	11

COST ACCOUNTING

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
10	Stock	11
11	Preprinted	11
12	Same as 15	11
13	Preprinted	11
15	Preprinted	11
16	Preprinted	11

APPROPRIATION ACCOUNTING

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
31	Preprinted	11
32	Stock	11
33	Same as 34	11
34	Preprinted	11
38	Preprinted	11
40	Preprinted	3½
41	Stock	11
42	Stock	11
43	Stock	11
44	Stock	11
45	Stock	11
46	Preprinted	11

REVENUES

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
7	Same as 10	11
10	Preprinted	11
11	Preprinted	11
12	Preprinted	11

Note: Specification Sheet Number 9 has been deleted.

PERMITS & LICENSES

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
28	Preprinted	3½
29	Stock	3½
30	Preprinted	11
31	Stock	3½
32	Stock	11
33	Stock	3½
34 (1)	Card	-
35	Stock	3½
36	Stock	3½
37 (2)	See note	-
38 (1)	Card	-
39	Preprinted	3½
40	Same as 39	3½
41	Preprinted	3½
42	Same as 39	3½
43	Same as 39	3½
44	Same as 41	3½
45	Same as 41	3½
46	Same as 39	3½
47	Same as 41	3½
48	Stock	11
49	Stock	3½
50	Stock	3½
52	Same as 53	11
53	Preprinted	11

Note:

- (1) If a turnaround document is not used the information may be printed on a 3½" preprinted form. If a preprinted form is used the manufacturer must supply the necessary time to key punch the input.
- (2) This output may be printed on 11" stock paper.

8-9908

City of Oakland
OFFICE OF THE AUDITOR-CONTROLLER

CLARIFICATION IN REQUIREMENTS FOR
ELECTRONIC DATA PROCESSING EQUIPMENT

March 1, 1962

*Administration Methods, Data processing
Manual for the Auditor-Controller, Oakland*

Gentlemen:

The following clarifications in the manual of Requirements for Electronic Data Processing Equipment are to be incorporated in the manuals now in your possession.

Please note that wherever the Characters per Item have been changed on the specification sheets, the total for the affected columns must also be changed.

Wherever the Appropriation number appears, the numeric Characters per Item should be a maximum of 5 and an average of 2.

PAYROLL SECTION

- ✓ 1. Specification Sheet #1 - "Function" should be changed to "Function or Work Order". Delete "Work Order number".
- ✓ 2. Specification Sheet #2 - "Function" should be changed to "Function or Work Order". Delete "Work Order number".
- ✓ 3. Specification Sheet #17 - The information in this file will be accumulated for one year. The following items would occur a maximum of 10 times per record and an average of once per record.
 - a. Date of illness
 - b. Type of illness
 - c. Length of illness
 - d. Scheduled days off
- ✓ 4. Specification Sheet #20 - the "Appropriation number" should read "Division Name".
- ✓ 5. Specification Sheet #24 - Change the output number of documents to 8 maximum and 7 average.
Change the total lines printed to 250 maximum and 200 average.
- ✓ 6. Specification Sheet #27 - Change "Net" to "Net earnings".
Change the numeric Characters per Item to 6 maximum and 5 average.
- ✓ 7. Specification Sheet #28 - Change Net earnings numeric characters per item to 6 maximum and 5 average.
- ✓ 8. Specification Sheet #38 - Change the output number of documents to 1000 maximum and 1000 average.
Change total lines printed all documents to 3000 maximum and 3000 average.
- ✓ 9. Flow Chart 1-6 - Change volume under #24 "Changes to Master File" to "200".

- ✓ 10. The "Payroll Warrants Issued" tape, Appropriation Accounting input #23, will be created at the time the Payroll and Retirement Warrants are prepared.
- ✓ 11. Payroll output #36 may be a carbon copy of output #34.

COST ACCOUNTING SECTION

- ✓ 12. Specification Sheet #11 - Remove the page presently in the manual and replace with the revised specification sheet #11 attached.
- ✓ 13. Specification Sheet #12 - The maximum occurrence in footnote #1 would be 15 times per record.
- ✓ 14. Specification Sheet #13 - The maximum occurrence in footnote #1 would be 25 times per record.

APPROPRIATION ACCOUNTING SECTION

- ✓ 15. Specification Sheet #1 - The maximum occurrence in footnote #1 would be 15 times per work order.
- ✓ 16. Specification Sheet #3 - The maximum number of line items in footnote #1 would be 25 per purchase order.
- ✓ 17. Specification Sheet #13 - The maximum occurrence in footnote #1 would be 25 items for each requisition.
- ✓ 18. Specification Sheet #18 - The maximum occurrence in footnote #1 would be 25 items in each record containing a requisition number.
- ✓ 19. Specification Sheet #21 - Delete "Date".
- ✓ 20. Specification Sheet #22 - The creation of **this** file is not shown and therefore should not be considered.
- ✓ 21. Specification Sheet #23 - Change the input number of documents to 5000 maximum and 4200 minimum.
- ✓ 22. Specification Sheet #26 - Add 6 maximum and 6 average to the numeric Characters per Item after the Objective Code.
The maximum in footnote #2 would be 25 objective classifications per function or work order.
The maximums in footnote #3 would be 5 purchase orders outstanding against any function at one time, 25 purchase orders per requisition and 25 line items per purchase order.
- ✓ 23. Specification Sheet #27 - The maximum occurrence in footnote #1 would be 15 times per appropriation.
- ✓ 24. Specification Sheet #34 - The maximum occurrence in footnote #1 would be 25 line items per purchase order.
- ✓ 25. Specification Sheet #37 - Delete "Net Amount".
- ✓ 26. Specification Sheet #45 - The maximum occurrence in footnote #1 would be 25 line items per purchase order.

- ✓ 27. Specification Sheet #46 - The maximum occurrence in footnote #1 would be 25 times per function.

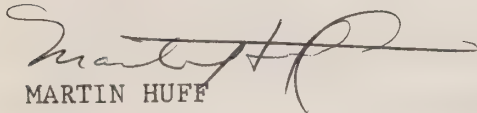
REVENUE ACCOUNTING SECTION

- ✓ 28. Page 5-1 - Delete item number "3. Cancellation Notice" under the Daily Run.

TRAFFIC SIGNAL PROBLEM

- ✓ 29. All inputs, outputs and proportionate distributions will be in whole seconds.

Very truly yours,


MARTIN HUFF

FCH/nlh

NAME Analysis of Repairs

PURPOSE To advise the garage when vehicle maintenance should be performed.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Weekly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1000	AVG. 1000	MAX. 1500	AVG. 1500				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	(1)
	Appropriation number				5	2	100	
	Function or Vehicle number				6	6	100	
	Objective code				6	6	100	
	Type of repairs				2	2	100	
	Number of repairs				2	1	100	
	Mileage for next service				6	5	100	
TOTALS					30	25		

NOTES:

Two lines will be printed for each record.

(1) The mileage for next service will be computed as follows:

$$\frac{\text{mileage to date}}{\text{number of repairs}} + \text{mileage to date}$$

City of Oakland
OFFICE OF THE AUDITOR-CONTROLLER

CLARIFICATION IN REQUIREMENTS FOR
ELECTRONIC DATA PROCESSING EQUIPMENT

March 27, 1962

Gentlemen:

The following clarifications in the manual of Requirements for Electronic Data Processing Equipment are to be incorporated in the manuals now in your possession.

Please note that wherever the Characters per Item have been changed on the specification sheets, the total for the affected columns must also be changed.

PAYROLL SECTION

- ✓ 1. Specification Sheet #2 - Remove the page presently in the manual and replace with the revised specification sheet #2 attached.
- ✓ 2. Specification Sheet #15 (page 1 of 5) - Delete "function" from the footnote.
- ✓ 3. Specification Sheet #19 - Remove the page presently in the manual and replace with the revised specification sheet #19 attached.
- ✓ 4. Flow Chart Page 1-9 - Add the "Retirement File #19" to the Annual Payroll Run.

COST ACCOUNTING SECTION

- ✓ 5. Specification Sheet #8 - the maximum occurrence in footnote #1 would be 25 times per record.
- ✓ 6. Specification Sheet #11 - Remove the page presently in the manual and replace with the revised specification sheet #11 attached.

APPROPRIATION ACCOUNTING SECTION

- ✓ 7. Specification Sheet #26 - Remove the page presently in the manual and replace with the revised specification sheet #26 attached.

REVENUE ACCOUNTING SECTION

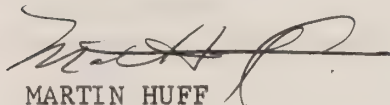
- ✓ 8. Specification Sheet #2 - The number of physical cash receipt documents will remain the same on the flow chart, page 5-3; however, the average input line items will be 1140 and the maximum 1205 on specification sheet #2.

TRAFFIC SIGNAL PROBLEM

- / 9. Please change the last item in the formula on page 7-2 to read

$$+ (N-1)_{(n-1)} S^c \quad \text{instead of} \quad + (N-1)_{(n-1)} (40 - S^c)$$

Very truly yours,


MARTIN HUFF

FCH/nlh

NAME Daily Labor Distribution Sheets

PURPOSE To provide a means of distributing labor costs for 1000 salaried personnel.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
	3110	2670								
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Document code				2	2	100			
	Number				6	6	100			
	Fund number				3	3	100			
	Appropriation number				5	2	100			
	Date				6	6	100			
	Function or work order number				6	6	100			
	Job				6	6	100			
	Hours				3	2	100			
	Mileage				3	2	100			
TOTALS					40	35				

NOTES:

NAME Retirement File

PURPOSE To record information necessary for computing retirement allowance.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				4000	3200			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Name		24	20			100	
	Number				6	6	100	
	Retirement rate				7	7	100	
	Date of appointment				6	6	100	
	Leave without pay to date				3	2	100	
	Address		40	30			100	
	Dependents retirement rate				7	7	100	
	Annual salary for previous 3 years				21	18	100	
	Number of dependents				2	1	100	
	Married				1	1	100	
	Sex				1	1	100	
	Date of retirement				6	6	100	
	Contribution per year				6	5	100	
	Interest per year				5	4	100	
	Contribution 1943-1951				7	6	100	
	Total contribution and accumulated interest past 1951				7	6	100	
TOTALS			64	50	85	76		

NOTES:

NAME Analysis of Repairs

PURPOSE To advise the garage when vehicle maintenance should be performed.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Weekly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 50	AVG. 50	MAX. 1500	AVG. 1500				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	(1)
	Appropriation number				5	2	100	
	Function or Vehicle number				6	6	100	
	Objective code				6	6	100	
	Type of repairs				2	2	100	
	Number of repairs				2	1	100	
	Mileage for next service				6	5	100	
TOTALS					30	25		

NOTES:

Two lines will be printed for each record.

(1) The mileage for next service will be computed as follows:

$$\frac{\text{mileage to date}}{\text{number of repairs}} + \text{mileage to date}$$

NAME Budget File

PURPOSE This file contains the detail current budget information.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				13,000	11,000			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	(1)
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	<u>Work orders</u>							
	Total Estimated cost				9	6	5	
	Estimated revenue				9	6	5	
	Description		40	30			5	
	Location		40	30			5	
	Class		40	30			5	
	Available amount				9	6	5	
	<u>Objective code</u>				6	6	100	(2)
	Amount to date				9	6	100	
	Amount this month				9	5	100	
	Estimated cost				9	6	100	
	Encumbrances				9	6	100	
	Requisition number				5	5	5	(3)
	Purchase order number				1	1	10	(3)
	Line number				2	1	10	(3)
	Item number				6	6	10	(3)
	Commodity code				12	12	10	(3)
	Units on order				4	2	10	(3)
	Purchase order date				6	6	10	(3)
	Sales tax				5	3	10	(3)
	Discount rate				2	2	10	(3)
	Vendor number				4	4	10	(3)
	Prior Year code				1	1	1	
TOTALS			120	90	131	101		

- NOTES:
- (1) The work orders would also contain the information under objective code.
 - (2) There are an average of 10 and a maximum of 25 objective classifications per function or work order.
 - (3) There are approximately 1000 purchase orders outstanding at any one time. In addition there is an average of two and a maximum of 25 purchase orders per requisition with an average of two and a maximum of 25 line items per purchase order. There is a maximum of five requisitions per function.

CITY OF OAKLAND

REQUIREMENTS FOR ELECTRONIC DATA PROCESSING EQUIPMENT

Requirements and volumes for the major data processing applications of the City of Oakland are set forth in the following pages which are organized as follows:

1. Instructions
2. Equipment and services to be provided
3. Applications:
 - Explanatory introduction
 - Processing requirements for the individual applications
 - Flow Charts
 - Data Sheets

Flow charts are intended to outline the general work flow. However, they should not be regarded as specifications of processing techniques or computer runs. Manufacturers' representatives should exercise their judgment and recommend a system which utilizes their equipment most effectively. Also, except as specifically noted, input to the system may be in the form of either punched cards or puncher-paper tape. Likewise, unlimited random-access memory may be substituted for magnetic tape.

Six major applications and one other application are included. However, other applications may be placed on the equipment in the future and the proposed equipment complement should be able to perform the six major applications in 80 to 100 hours per month. Within this range, the lowest unit processing cost will be taken into consideration in determining the lowest responsible bidder.

Correspondence in connection with these requirements should be directed to:

Mr. Martin Huff, Auditor-Controller
City of Oakland
City Hall
Oakland 12, California

Please transmit two copies of any correspondence to:

Mr. Marion Reich
Thompson, Dechow & Reich
1330 Broadway
Oakland 12, California

Instructions

The following items should be submitted in three copies:

PROCESSING FLOW CHARTS - Submit flow charts of all computer operations. Each run should be indicated, together with a brief description of the processing. Sorting and other utility runs should be included. Unless alternate programs (such as sort routines using fewer tape units) are available, the number of magnetic tape units required in a run should be one less than the number included in the suggested equipment complement.

List all peripheral equipment, on and off-line, used in each run.

PROCESS TIME ESTIMATES - Time estimates are required for each run. Estimates should show the following information, as applicable in the individual run:

- Device used
- Device rate
- Volume
- Blocking
- Record length
- Total characters
- Number of tape gaps
- Total character transfer time
- Total gap time
- Print lines
- Space lines
- Total print time
- Total space time
- Total input - output time
- Average instruction time (see below)
- Estimated number of instructions (explain)
- Computing time
- Set-up time
- Rewind time
- Deduct overlapped or simultaneous time (explain in detail)

In computations, use 6 minutes set-up time for a printer and 1 minute for each other device unless published times are in excess of this allowance. If set-up or rewind time is to be overlapped with another run, deduct the overlapped time from the timing summary rather than from the individual run.

Submit a statement, supported by a "command list" with execution times, showing the determination of "average instruction time".

Submit the formula used for determining the time required to pass through a tape gap. Also, if transfer rate of alpha characters differs from that for numeric, show the number of characters of each and the transfer times.

INTERNAL MEMORY REQUIREMENTS - Show allocations of internal memory for each run, including program, input and output, master file area, tables, and constants.

MASTER FILES - Indicate the format of each master file. If trailer records or record blocking is suggested, explain the logic used.

SCHEDULE OF OPERATIONS - Submit a schedule, plotted on a time scale, showing the time required for the six major applications.

Equipment and Services to be Provided

EQUIPMENT COMPLEMENT

- (1) Define "prime" shift rental and "excess" rental. State whether program testing and "debugging" is excluded from the computation of excess rental.
- (2) Specify the minimum number of months each particular unit of equipment must be leased.
- (3) Submit individual equipment specifications.
- (4) Specify which equipment, if any, can be operated off-line from the computer.
- (5) Enumerate the principal checking or error control features of the equipment. If random access unit or a tape system in which the updated data are written over the "old" data is suggested, state the recommended methods for preserving the basic file data as a security measure and include the time required for such measures in the timing summary.
- (6) State the conditions under which time on the system may be leased to another user.
- (7) State insurance coverage and maximum replacement time in event of destruction.

EQUIPMENT STATUS AND IMPROVEMENTS

- (1) Specify for each type of equipment recommended whether it is under construction or if it is a production model. If the last, specify whether more or less than twenty units have been manufactured and installed.
- (2) Specify to what extent changes will be made after installation to improve the reliability and efficiency of the equipment at no cost to the user.

DELIVERY

- (1) Specify whether the installation date of January 2, 1964 will be guaranteed.
- (2) State date equipment will be delivered to the site for testing and check out.

MAINTENANCE OF EQUIPMENT

- (1) State number of maintenance personnel and percentage of time they will be available.
- (2) State whether scheduled maintenance will be performed during the prime shift or at other times.
- (3) Specify the estimated per-cent down-time by type of unit for scheduled maintenance and for non-scheduled maintenance. Indicate the basis for the estimates (actual experience or other).
- (4) To what extent will the down-time estimates be guaranteed.

PERSONNEL AND TRAINING

- (1) State the minimum number and types of personnel required to operate the system for one shift.
- (2) Five to seven programmer applicants are to be trained of whom up to three will be selected on the basis of their ability in the course. State whether such a course will be given in the Bay Area during July 1962, and the duration of the course.
- (3) Describe the training that will be given to the operating personnel, specifying place and duration of training and number of personnel to be trained.

AVAILABILITY OF EMERGENCY MACHINE

State provisions that will be made for (and location of) emergency equipment. Specify any costs and limitations on its use.

INSTALLATION REQUIREMENTS

- (1) Specify air conditioning, power, space and other special requirements.
- (2) Estimate costs of special requirements, such as cabling, motor generators, switchboards, transformers, etc., if required.
- (3) Specify space which will be required for maintenance personnel and supplies.
- (4) State what assistance will be available for site planning.

PROGRAMMING

- (1) Describe any special "hardware" features which are incorporated in the computer which facilitate the programming effort.
- (2) Specify the number of personnel which will be supplied for full-time on-the-job programming assistance and the length of time that they will be available.
- (3) Specify the "English language" programs which are available and state whether compilers have been completed and tested.
- (4) Specify the other programs, fully coded and tested, that would be of assistance in programming, program testing, or maintenance of equipment. Submit a brief description of each.
- (5) State the number of free hours of machine time available for testing of programs and the location. Specify the cost of program testing after the free time is used up.

ACCEPTANCE TESTS

Describe the tests which the system will pass before installation is completed.

MAGNETIC TAPE AND RANDOM ACCESS MEMORY

State the total number and cost of magnetic tapes, disks, cartridges, or other media, which would be required for storage and data processing.

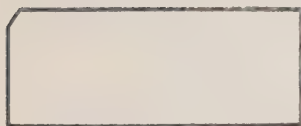
EXPLANATION OF FLOW CHART SYMBOLS



This document represents the input which may be viewed as a punched card or paper tape for processing. It also represents a report for output purposes.



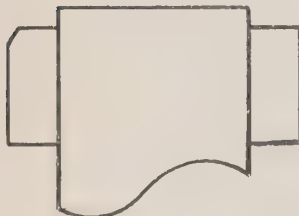
Magnetic tape, its equivalent, or unlimited random access memory.



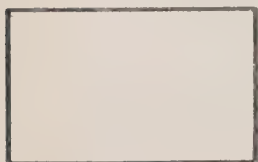
Punched card



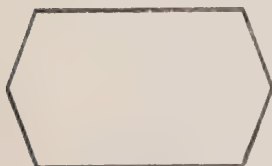
Paper tape



Report and summary card



Computer



Magnetic tape sort routines

The number in the upper right corner of each symbol is the specification sheet number for that section. The number in the lower right corner represents the average number of Input Documents, or average number of records in the file, or average number of lines to be printed on a report.

When tapes are used as an output the maximum and average number of records will be found in the box entitled "total lines printed all documents".

PAYROLL

The primary requirements of the payroll processing are to produce the payroll warrants and accumulate personnel data. The information accumulated will be used to keep the department and employee aware of his status at all times.

DAILY RUN

The primary purpose of the daily run is to capture necessary payroll information for employees reporting on a positive basis, labor distribution information, changes to the master file, and miscellaneous inquiries. The computations necessary for the payroll will be found in the semi-monthly run section. The following is a list of the reports prepared on a daily basis.

1. Positive time reporting:
 - a. Police department duty roster
 - b. Corrected Police department duty roster
2. Labor distribution information:
 - a. Daily personnel report of man days worked
 - b. Labor distribution tape
 - c. Police department personnel distribution report (weekly)
3. Changes to master payroll and personnel file:
 - a. Changes to master file (includes all changes made to each record)
4. Miscellaneous Reports:
 - a. Educational inquiry report
 - b. Record print out
 - c. Civil Service position and incumbent report
 - d. Historical sick leave

SEMI-MONTHLY RUN

The following description will indicate the complexity of the processing necessary for producing the major payroll reports. The description will cover all of the following reports in varying degrees:

1. Payroll register
2. Warrant and earnings statement
3. Personnel and leave entitlement roster
4. Changes in employees' payroll deductions
5. Change in employee leave entitlement report
6. Voluntary deduction cancellation report
7. Savings bond register
8. Savings bonds
9. Savings bonds sign-off sheet
10. Payroll summary tape

1. Straight time gross pay

The salary schedule contains approximately 300 salary classifications with an average of 5 steps for each classification. The hourly rate is based on the monthly salary divided by the number of working hours in the month. Approximately 90% of the employees are on a monthly salary so receive one half of the monthly salary each pay period.

- a. Monthly salaried employees: one-half of the monthly salary
- b. Hourly employees: multiply the hours worked by the hourly rate
- c. Differential pay: multiply the differential hours worked by the shift differential rate and add the total to the straight time gross. The Police Department deducts the shift differential, which is included in the monthly salary, when the officer is on leave without pay. The deduction is based on the daily differential rate multiplied by the days off without pay.
- d. Employees working in more than one salary classification: the daily time sheets will show the hours worked in each classification.

2. Overtime gross pay

The time sheets will indicate the number of overtime hours worked which will be multiplied by the appropriate overtime rate.

- a. Salaried personnel with the exceptions mentioned below have an hourly overtime rate equal to 9/10 of 1% of the monthly salary.
- b. The Port of Oakland uses .865 of 1% of the monthly salary as an overtime rate.
- c. The Police Department uses the straight time rate for overtime with the exception of holidays which are paid at double the straight time rate. If a policeman has taken sick leave in a calendar week he accumulates overtime allowance for the overtime worked unless he has less than 16 hours overtime allowance in which case he may elect to receive payment for the overtime worked.

- d. The Fire Department is the same as the police except that a fireman works 24 hours in a normal shift. Payment is made as if the employee worked 3 eight hour shifts.
- e. The Library department has an overtime rate in the salary schedule for some employees. When no overtime rate is defined in the salary schedule overtime rate is the monthly salary divided by 173 hours multiplied by 110%. Part-time employees are not paid overtime until they work more than 40 hours in the normal work week.

3. Sick Leave

- a. City employees accrue sick leave from the time of appointment at a rate of one day per month. Sick leave may be accumulated to 120 days. Sick leave is not accrued if an employee is off more than 15 working days in a month. An employee may not take sick leave within the first 3 months of employment. Accrual begins in the first month if an employee starts work prior to the 15th of the month.
- b. Police and Fire Department employees receive 60 calendar days at full pay and 60 days at one-half pay for each illness. The Fire Department treats recurring illness in one year under one sick leave allowance.

4. Overtime allowance

Overtime allowance is accumulated by employees who are not paid for overtime due to budget requirements. Overtime allowance over 7 days must be used within one year after it is worked. Time off may be on an hour for hour basis, but some departments time off is at a rate of $1\frac{1}{2}$ times the overtime allowance accumulated.

5. Vacation

- a. Vacation is accrued at the rate of $11/12$ of a day per month worked for the first 5 years after which it is accrued at the rate of $1\frac{1}{2}$ days per month worked. Employees must work at least 6 months before being eligible to take vacation time. The employee may elect to accrue vacation time on a calendar year basis when first employed by taking the vacation accrued to the end of the calendar year in which he is employed, otherwise he is on an anniversary date basis. Accrual of vacation at the $1\frac{1}{2}$ day rate does not become effective until 5 years have been worked from the beginning of the calendar year subsequent to the year in which he was employed. An employee may accrue up to 35 days vacation leave with the department head's approval otherwise he may not defer vacation time.
- b. The Police Department is on a calendar year basis and accrues $1\frac{1}{2}$ days of vacation time each month. The policemen take the vacation within the year it is accrued and may not defer any to the subsequent year unless an on-duty injury prevents him from taking a vacation in which case he may take what has accrued to date in the following calendar year.
- c. The Electrical Department permits employees to take vacation within the year it is accrued and it may be deferred the same as employees under Civil Service jurisdiction.

6. Payment of leaves other than for termination

- a. When a person is off because of illness and has exhausted his sick leave allowance the time off would be applied against his overtime allowance, and finally against the vacation entitlement. Anytime an entitlement is exhausted a report will be issued to the employee notifying him that additional time off will reduce the next category of leave entitlement.
- b. When all of the leave entitlements have been exhausted the employee will be on leave without pay.
- c. Military leave is taken with pay for a maximum of 20 calendar days per year.
- d. Leave for jury duty is paid.
- e. Injury on duty may be treated as sick leave, overtime allowance, and vacation for the difference between Industrial Compensation and the normal salary.

7. Terminations

- a. Vacation is paid for that time accumulated up to 35 days under Civil Service rules.
- b. Civil Service regulations require reimbursement for previously paid unearned vacation.
- c. Overtime allowance may be paid at the discretion of the Department Head, but may not include more than 7 days accumulated prior to one year before termination. All overtime allowance accumulated within the year prior to the termination date may be paid.
- d. Withholding tax is deducted at the rate of 18% of the gross wages instead of the normal withholding rate.

8. Department or Division Transfer

- a. When an employee transfers from one department to another a record of his earnings must be maintained for each department. The warrant should be issued from the fund that the new department comes under. The amount to be transferred from one payroll fund to another should be maintained.
- b. A division transfer would be handled the same as a department transfer except that there is no cash transfer between funds.

9. Zero Balance Checks

Anytime a negative balance check occurs a sufficient number of voluntary deductions will be cancelled in a progression which will cancel the deductions most beneficial to the employee's welfare last.

10. New employees

- a. Set up new record with all personnel and payroll data.
- b. Set up record in the Civil Service position file.

MONTHLY RUN

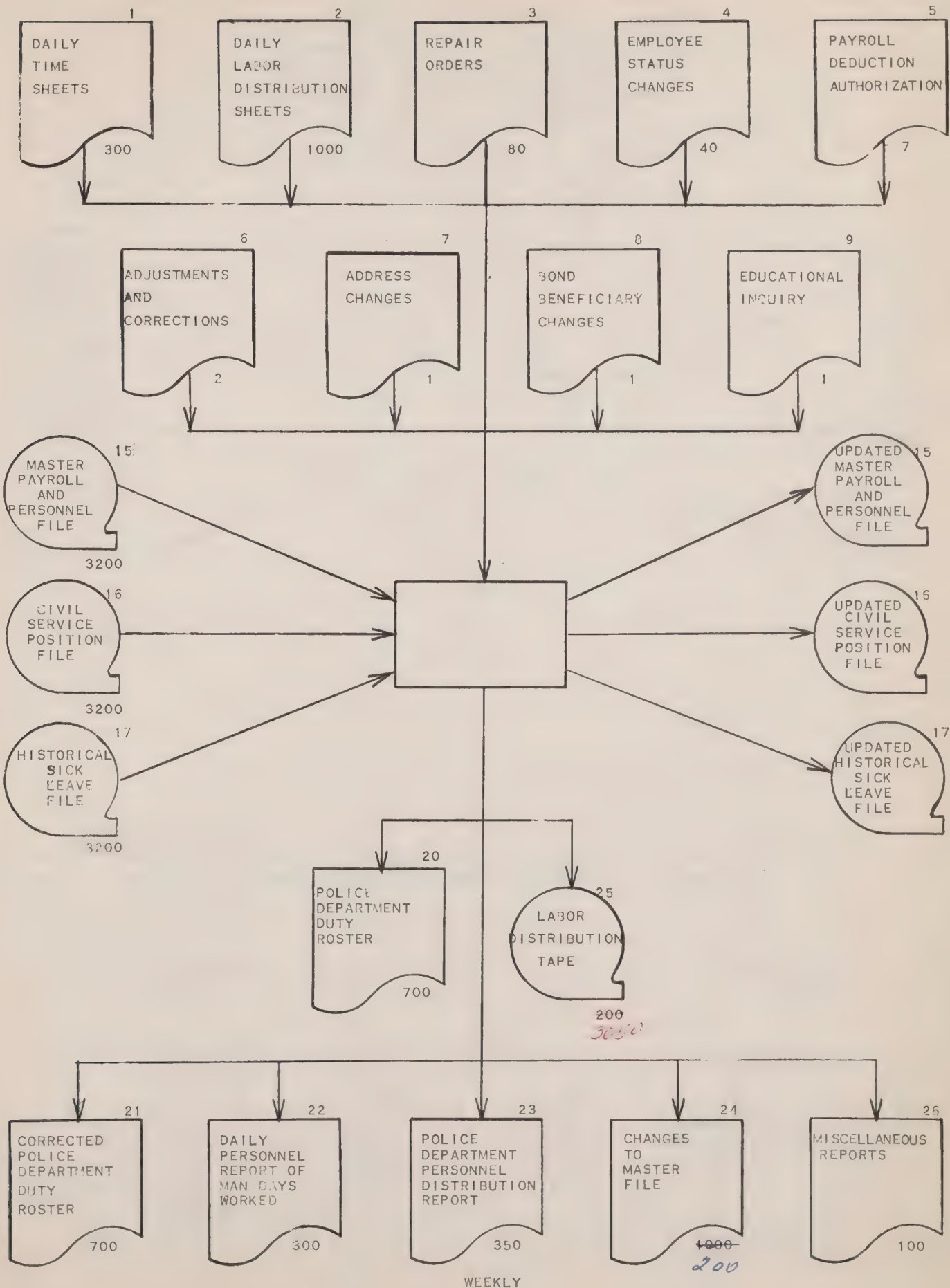
The monthly run has a few exceptions as far as the retirement payroll is concerned. The master file will contain predetermined information for the printing of the retirement warrant.

Indicate cycling and frequency of reports. The performance ratings directly affect an employee's automatic salary increase. New (probationary) employees are rated quarterly for the first year at which time they are taken off probation if the average of the four ratings is satisfactory. If the employee is promoted he is on probation for six months after which he is demoted to his previous status if the average of his two ratings is unsatisfactory. If a permanent employee has an unsatisfactory average rating for the two ratings during the year he does not receive his automatic increase in salary. However, he is eligible for an increase in six months if the average of the last two ratings at that time is satisfactory.

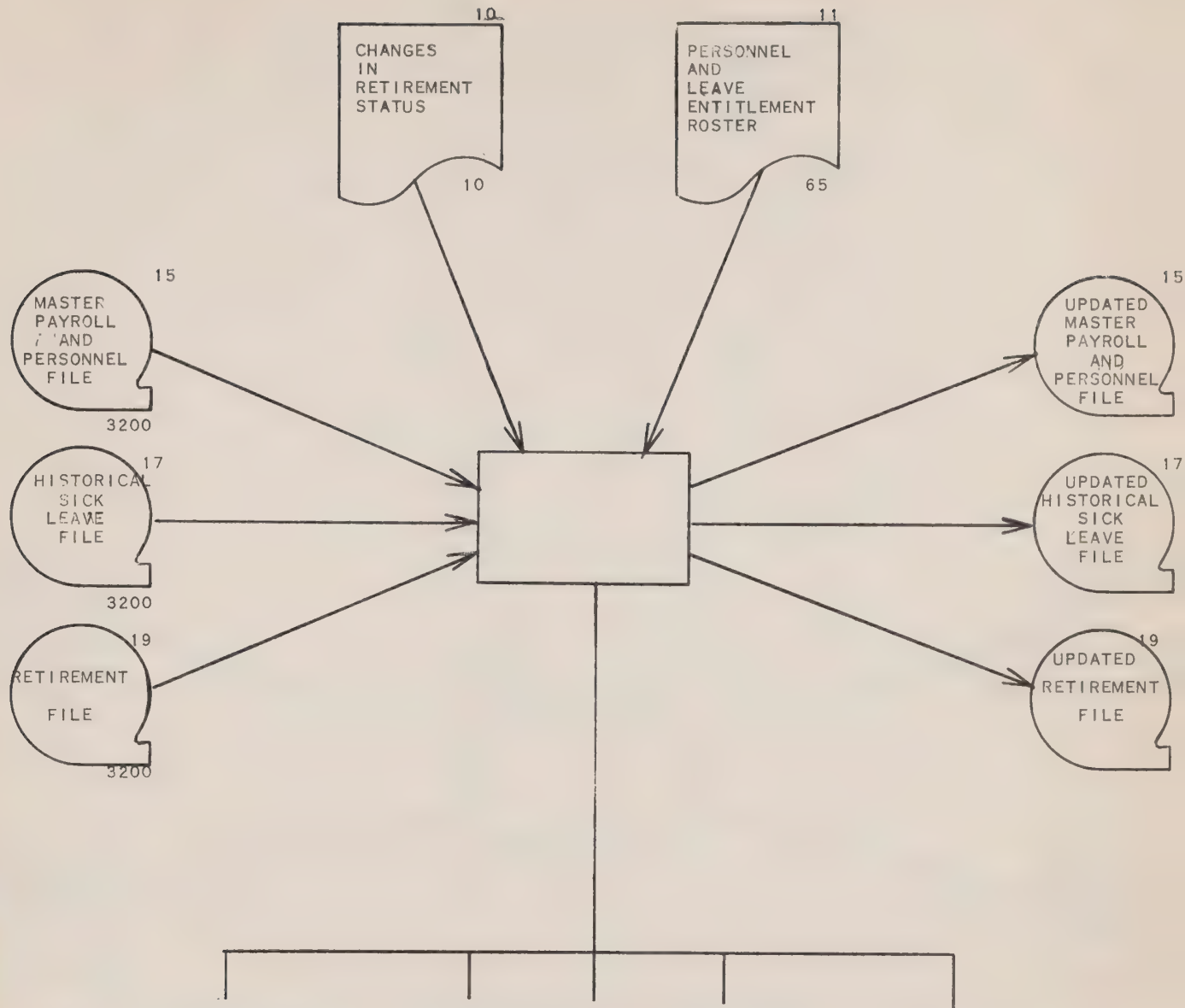
ANNUAL RUN

All of the annual runs are statistical or information reports. The statistical data is maintained in the master payroll and personnel file.

PAYROLL DAILY RUN

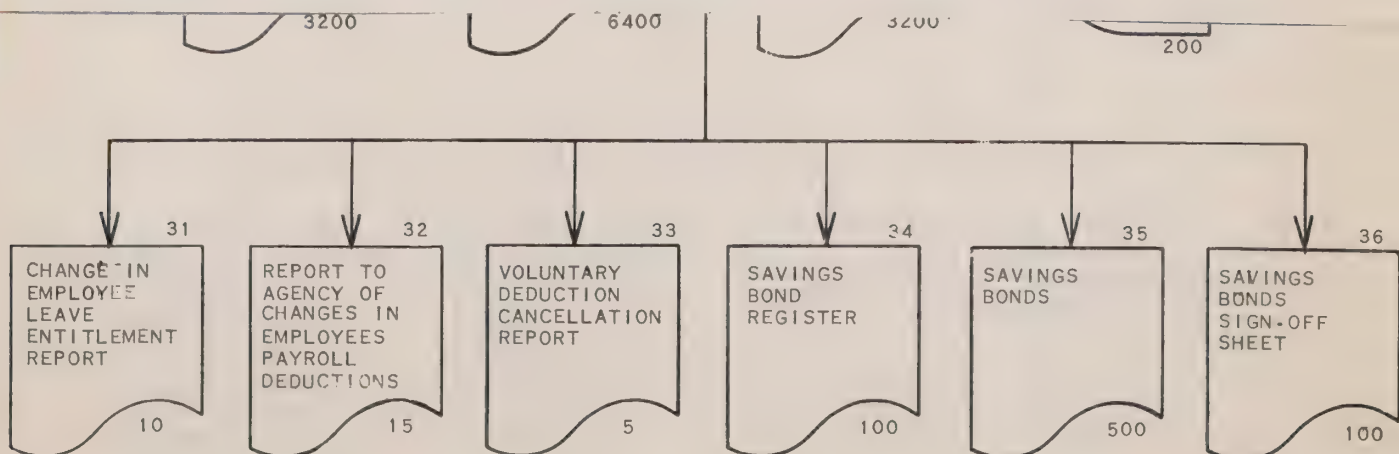


PAYROLL SEMI-MONTHLY RUN



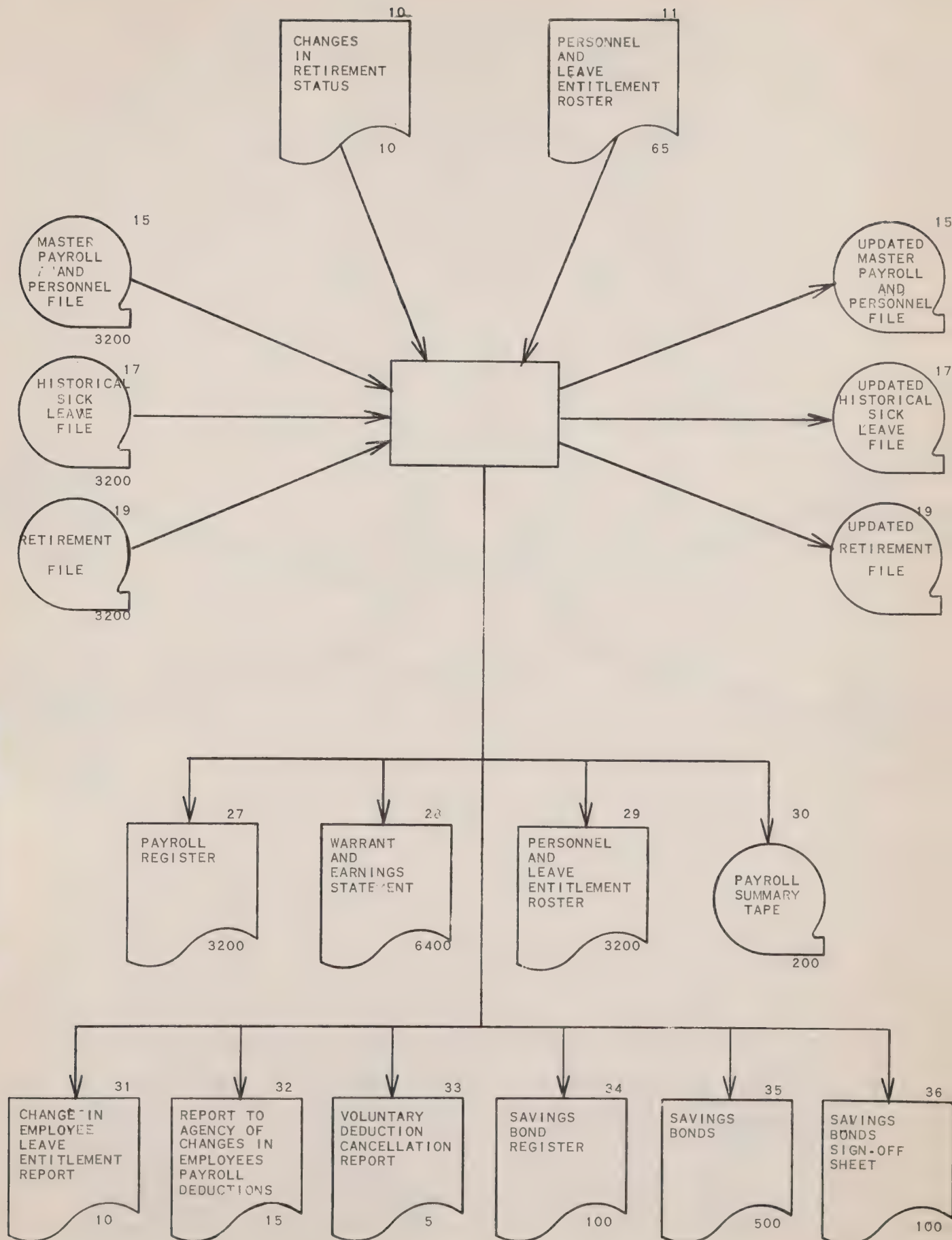
10. The "Payroll Warrants Issued" tape, Appropriation Accounting input #23, will be created at the time the Payroll and Retirement Warrants are prepared.

11. Payroll output #36 may be a carbon copy of output #34.

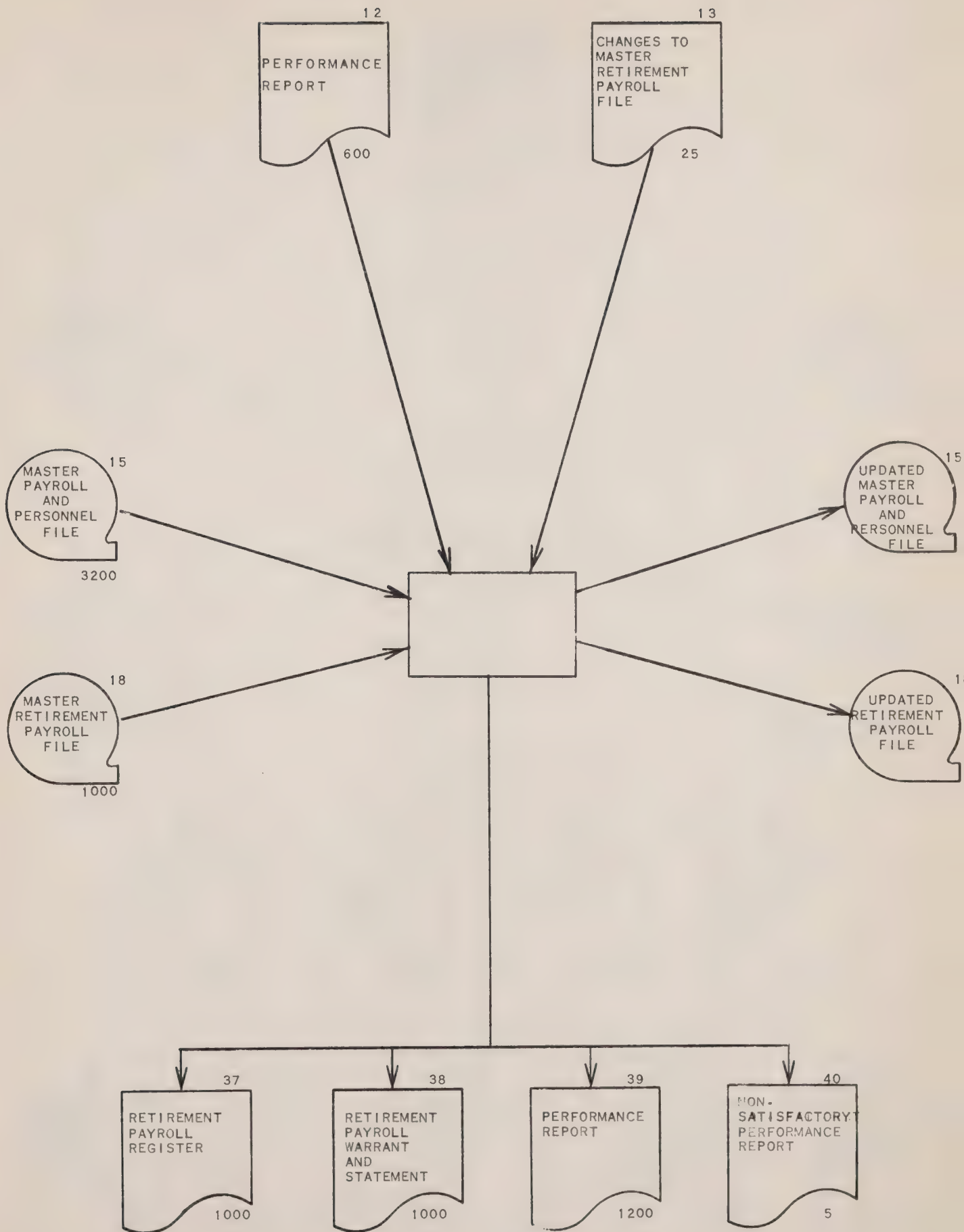




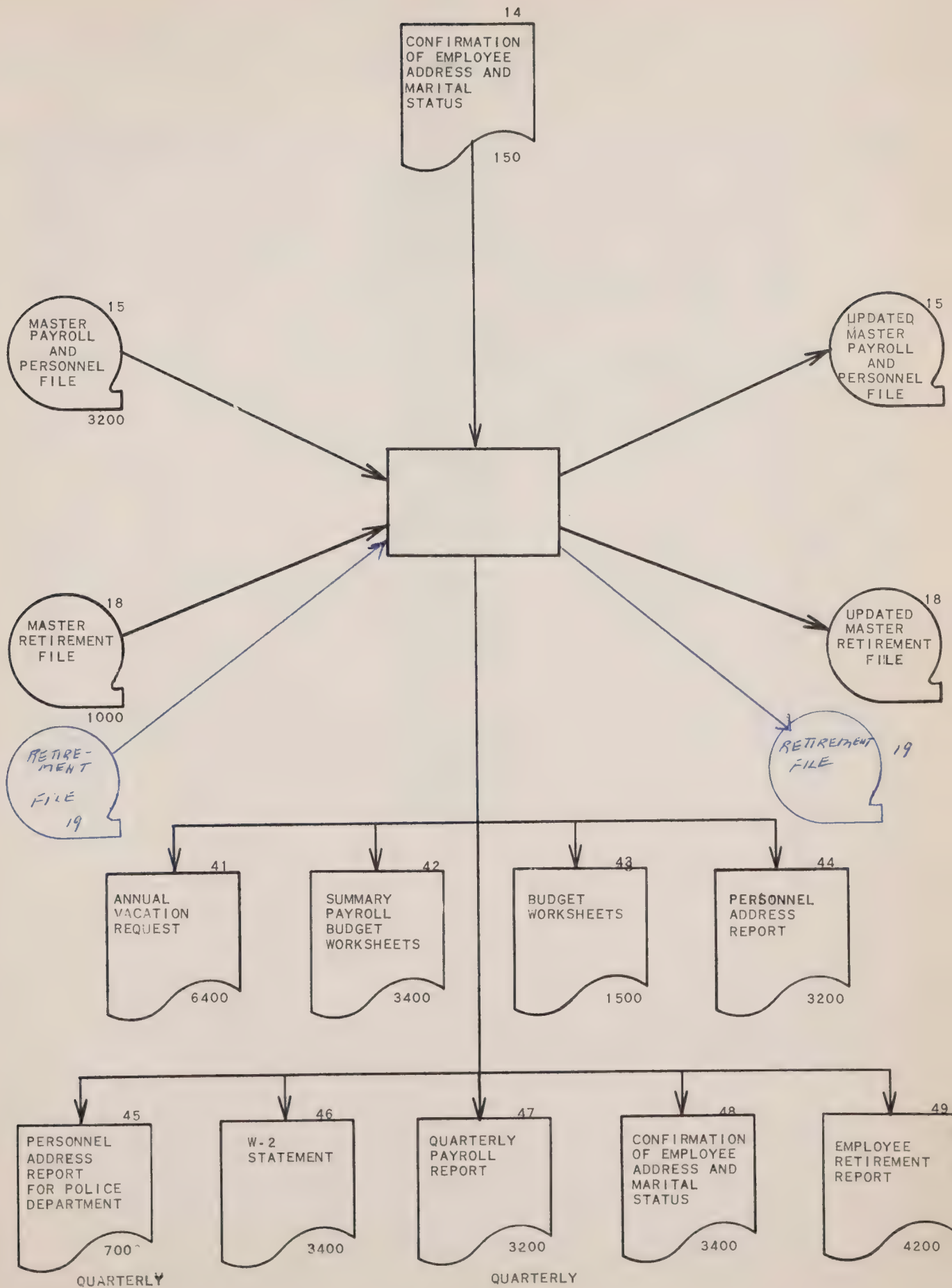
PAYROLL SEMI-MONTHLY RUN



PAYROLL
MONTHLY RUN



PAYROLL ANNUAL RUN



PAYROLL

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
20	Preprinted	11
21	Same as 20	11
22	Same as 20	11
23	Same as 20	11
24	Stock	11
26	Stock	11
27	Preprinted	11
28	Preprinted	3½
29	Preprinted	11
31	Preprinted	3½
32	Stock	11
33	Stock	11
34	Preprinted	11
35	Preprinted	3½
36	Same as 34	11
37	Same as 27	11
38	Same as 28	3½
39	Preprinted	11
40	Stock	11
41	Preprinted	3½
42	Preprinted	11
43	Same as 42	11
44	Stock	11
45	Stock	11
46	Preprinted	3½
47	Preprinted	11
48	Preprinted	3½
49	Preprinted	3½

NAME Daily Time Sheets

PURPOSE Positive time reporting for hourly employees.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE						
	MAX. 300	AVG. 300		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Document code				2	2	100			
	Name		24	20			100			
	Number				6	6	100			
	Fund number				3	3	100			
	Appropriation number				54	2	100			
	Function OR WORK ORDER				6	6	100			
	Job				6	6	100			
	Date				6	6	100			
	Shift differential code				1	1	1			
	Hours				3	2	100			
	Hours code				1	1	100			
	Work Order number				6	6	100			
	Mileage				3	2	10			
TOTALS			24	20	47	43				

NOTES:

NAME Daily Labor Distribution Sheets

PURPOSE To provide a means of distributing labor costs for 1000 salaried personnel.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX. 3110	AVG. 2670		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Number			6	6	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Date			6	6	100	
	Function or work order number			6	6	100	
	Job			6	6	100	
	Hours			3	2	100	
	Mileage			3	2	100	
TOTALS				40	35		

NOTES:

NAME Repair Orders

PURPOSE To provide positive time reporting and maintenance information.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			54	2	100	
	Number			6	6	100	
	Function or work order number			6	6	100	
	Objective code			6	6	100	
	Date			6	6	100	
	Straight time hours			2	2	100	
	Overtime hours			2	2	1	
	Mileage to date			6	5	100	
	Item number			6	6	100	
	Type of repairs			1	1	100	
	Number of repairs			1	1	100	
	Accident code			1	1	1	
TOTALS				52 53	49		

NOTES:

NAME Employee Status Changes

PURPOSE Basis of personnel status changes.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE				
	MAX. 40	AVG. 40		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Document code				2	2	100	
	Name		24	20			100 /	
	Number				6	6	100	
	Fund number				3	3	100	
	Appropriation number				54	2	100	
	Date				6	6	100	
	Address		40	30			25	
	Telephone number				7	7	25	
	Classification number				4	4	100	
	Classification name		24	20			100	
	Salary				6	5	100	
	Accession				1	1	10	
	Separation				1	1	10	
	Promotion - full time				1	1	10	
	Promotion - part time				1	1	1	
	Demotion				1	1	1	
	Death				1	1	1	
	Suspension				1	1	1	
	Fine				1	1	1	
TOTALS			88	70	46 47	43		

NOTES:

NAME Payroll Deduction Authorization

PURPOSE To provide a basis for changing an employee's payroll deductions.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Document code			2	2	100			
	Name	24	20			100			
	Number			6	6	100			
	Deduction code			2	2	100			
	Amount before change			4	3	100			
	Amount after change			4	3	100			
	Date			6	6	100			
	Fund number			3	3	100			
	Appropriation number			54	2	100			
TOTALS		24	20	31 32	27				

NOTES:

NAME Adjustments and Corrections

PURPOSE To adjust or correct any field within the record.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX. 2	AVG. 2		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Name	24	20			100	
	Number			6	6	100	
	Fund number			3	3	100	
	Appropriation number			54	2	100	
	Adjustment code			2	2	100	
	New field data	48	20	6	4	100	
TOTALS		72	40	23	19		

NOTES:

NAME Address ChangesPURPOSE Used to correct address and telephone number in master payroll and personnel files.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>1</u>	AVG. <u>1</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	<u>Name</u>	<u>24</u>	<u>20</u>			<u>100</u>	
	Number			6	6	100	
	Address	<u>40</u>	<u>30</u>			100	
	Telephone number			7	7	100	
TOTALS		<u>64</u>	<u>50</u>	15	15		

NOTES:

NAME Bond Beneficiary Changes

PURPOSE To provide for changing the bond beneficiary.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE				
	MAX. 1	AVG. 1		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Document code				2	2	100	
	Name		24	20			100	
	Address		40	30			100	
	New beneficiary		24	20			100	
	Number				6	6	100	
	Fund number				3	3	100	
	Appropriation number				5 4	2	100	
	Address of beneficiary		40	30			100	
	Relationship of beneficiary				1	1	100	
	Savings bond name - new						100	
TOTALS			128	100	17	14		

NOTES:

NAME Educational Inquiry

PURPOSE This report defines the characteristics that an employee should have in order to take a Civil Service examination.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE			
	MAX.	AVG.		MAX.	AVG.		
	1	1					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS				
	MAX.	AVG.	MAX.	AVG.			
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Height			2	2	100	
	Weight			3	3	100	
	Build			1	1	100	
	Marital status			1	1	100	
	Sex			1	1	100	
	Characteristic code			2	2	100	(1)
	Characteristic class			2	2	100	(1)
TOTALS				14	14		

NOTES:

(1) These codes could be repeated a maximum of 30 times with an average of 5 times.

NAME Change in Status for RetirementPURPOSE To inform EDP of change in status for active members.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS <i>Semi</i> - Monthly		FILE	NO. RECORDS PER FILE		
	MAX. 10	AVG. 10		MAX.	AVG.	
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS			
	MAX.	AVG.	MAX.	AVG.		

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Name	24	20			100	(1)
	Address	40	30			100	
	Number			6	6	100	
	Change in pay scale			6	4	100	
	Change in retirement rate			8	7	100	
	Change in status (marital, etc.)			1	1	75	
	Change in job classification			1	1	1	
TOTALS		64	50	22	19		

NOTES:

(1) The retirement rate is changed every *five* ~~four~~ years for all employees.

NAME Personnel and Leave Entitlement Roster

PURPOSE This is a turn around report with the payroll exceptions for the employees paid on a semi-monthly basis.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Semi-Monthly		FILE	NO. RECORDS PER FILE				
	MAX. 70	AVG. 65		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Document code				2	2	100	
	Name		24	20			100	
	Number				6	6	100	
	Exception code				2	2	100	
	Hours				3	2	100	
	Date				6	6	100	
TOTALS			24	20	19	18		

NOTES:

NAME Performance Report

PURPOSE Personnel evaluation ratings

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Monthly		FILE	NO. RECORDS PER FILE	
	MAX. 600	AVG. 600		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Name	24	20			100	
	Number			6	6	100	
	Date			6	6	100	
	Fund number			3	3	100	
	Appropriation number			45	2	100	
	Ratings			12	12	100	
TOTALS		24	20	34	31		

NOTES:

NAME Changes to Master Retirement Payroll File

PURPOSE To change vital statistics in the master file.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Monthly		FILE	NO. RECORDS PER FILE						
	MAX. 25	AVG. 25		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Document code				2	2	100			
	Name		24	20			100			
	Number				6	6	100			
	Monthly rate				5	5	100			
	Retirement deduction				4	3	10			
	Credit union				5	4	10			
	H.S.O.C.				4	4	10			
	K.F.H.P.				4	4	10			
	Bonds				4	4	10			
	Address		40	30			100			
	Date				6	6	100			
TOTALS			64	50	40	38				

NOTES:

NAME Master Payroll and Personnel File

PURPOSE This file would contain all pertinent data concerning each employee

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE			
	MAX.	AVG.		MAX.	AVG.		
				4000	3200		
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS				
	MAX.	AVG.	MAX.	AVG.			
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Name	24	20			100	
	Number			6	6	100	
	Classification number			4	4	100	
	Fund number			3	3	100	
	Appropriation number			5	4	100	
	Classification name	24	20			100	
	Employee status - Full or part time			1	1	100	
	Sex			1	1	100	
	Accession - this month			1	1	1	
	Separation - this month			1	1	1	
	Promotion - full time this month			1	1	1	
	Promotion - part time this month			1	1	1	
	Demotion - this month			1	1	1	
	Date of birth			6	6	100	
	Place of Birth	40	30			100	
	Date of appointment			6	6	100	
	Marital status			1	1	100	
	Number of dependents			2	1	100	
	Address	40	30				
	Telephone number			7	7	100	
	Sick leave - current year			3	1	100	
	Family sick leave - current year			1	1	1	
	Injury on duty - current year			3	1	5	
	Sick leave entitlement			3	1	100	
	FUNCTION NUMBER						
TOTALS							

NOTES:

Sequence of this file is fund, appropriation, ~~function~~, and employee number.

NAME Master Payroll and Personnel File

PURPOSE

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.		AVG.			
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Overtime allowance entitlement				3	2	50	
	Vacation entitlement				3	2	100	
	Sick leave current calendar week				1	1	5	
	Overtime hours current calendar week				2	1	5	
	Sick Leave this month				3	2	100	
	Injury on duty this month				2	1	1	
	Number of cases of sick leave this month				1	1	100	
	Number of cases of injury this month				1	1	1	
	Assignment		3	3			20	
	Vehicle number				4	4	20	
	Days off				1	1	20	
	Watch				1	1	20	
	Monthly salary				4	3	100	
	Hourly rate				5	4	100	
	Gross earnings				6	5	100	
	Gross earnings - year-to-date				7	6	100	
	Gross earnings - current quarter				6	6	100	
	Net earnings				5	5	100	
	Other deductions				4	3	100	
	Face value of bond				5	4	15	
	Bond purchase price				4	4	15	
	Deduction balance				5	4	15	
	Savings bond name		48	40			15	
	Beneficiary		24	20			15	
	Address of Beneficiary		40	30			15	
TOTALS								

NOTES:

NAME Master Payroll and Personnel File

PURPOSE

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Relationship of beneficiary			1	1	15			
	Withholding code			2	1	100			
	Withholding taxes			5	4	100			
	Withholding taxes - year-to-date			6	5	100			
	Withholding taxes - this quarter			5	4	100			
	Retirement rate			7	7	99			
	Retirement deduction			5	4	99			
	P.W.O.A.			4	3	1			
	O.A.S.I.			4	3	1			
	F.I.C.A.			3	3	1			
	F.I.C.A. - year-to-date			5	5	1			
	F.I.C.A. - Current quarter			4	4	1			
	Bonds			5	4	15			
	Credit Union			5	4	60			
	Blue Cross			4	3	35			
	Kaiser			4	3	30			
	F.W.A.			4	3	15			
	U.B.A.C.			5	3	30			
	A.F.T.E.			4	3	5			
	P.W.A.			4	3	15			
	P.M.B.S.			4	3	15			
	O.M.E.A.			3	3	30			
	L. 390			3	3	8			
	Height			2	2	100			
	Weight			3	3	100			
TOTALS									

NOTES:

NAME Master Payroll and Personnel File

PURPOSE

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.		AVG.			
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Build				1	1	100	
	Hair Color				2	2	100	
	Ratings				12	12	100	
	Social Security number				9	9	100	
	Characteristic code				2	2	100	(1)
	Characteristic class				2	2	100	(1)
TOTALS			243	193	258	220		

NOTES:

(1) These codes could occur a maximum of 30 times with an average occurrence of 15. Specification Sheet No. 5 has been deleted.

NAME Civil Service Position FilePURPOSE To maintain the status of each job classification in the City.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
				4000	3200					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Fund number				3	3	100			
	Appropriation number				4 5	2	100			
	Name		24	20			100			
	Number				6	6	100			
	Classification name		24	20			100			
	Classification number				4	4	100			
	Number created				3	2	100			
	Number filled				3	2	100			
	Ordinance number				4	4	100			
	Date				6	6	100			
	Classified Civil Service resolution				4	4	100			
	Amending ordinance or resolution				4	4	100			
	Salary				6	5	100			
	Appointment status				6	6	20			
	Date action begun				6	6	20			
	Date action ended				6	6	20			
	Action		6	6			20			
	Section number				4	4	100			
TOTALS			54	46	69 70	64				

NOTES:

Historical Sick Leave File

NAME

PURPOSE This file would show the length of each illness, the relationship to the scheduled days off and the type of illness.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				4000	3200			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Name		24	20			100	
	Number				6	6	100	
	Fund number				3	3	100	
	Appropriation number				45	2	100	
	Classification number				4	4	100	
	Date of illness				6	6	100	
	Type of illness				2	2	100	
	Length of illness				2	1	100	
	Scheduled days off				2	2	100	

3. Specification Sheet #17 - The information in this file will be accumulated for one year. The following items would occur a maximum of 10 times per record and an average of once per record.

- Date of illness
- Type of illness
- Length of illness
- Scheduled days off

TOTALS			24	20	29 30	26		

NOTES:

This file would be maintained in the same order as the master payroll and personnel file.

NAME Master Retirement Payroll File

PURPOSE Used to issue retirement checks.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				1000	1000			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Name		24	20			100	
	Number				6	6	100	
	Monthly rate				5	5	100	
	Retirement deduction				4	3	10	
	Credit Union				5	4	10	
	H.S.O.C.				4	4	10	
	K.F.H.P.				4	4	10	
	Bonds				4	4	10	
	Address		40	30			100	
	Net Rate				5	5	100	
TOTALS			64	50	37	35		

NOTES:

NAME Retirement File

PURPOSE To record information necessary for computing retirement allowance.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				4000	3200			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Name		24	20			100	
	Number				6	6	100	
	Retirement rate				7	7	100	
	Date of appointment				6	6	100	
	Leave without pay to date				3	2	100	
	Address		40	30			100	
	Dependents retirement rate				7	7	100	
	Annual salary for previous 3 years				21	18	100	
	Number of dependents				2	1	100	
	Married				1	1	100	
	Sex				1	1	100	
	Date of retirement				6	6	100	
	Contribution per year				6	5	100	
	Interest per year				5	4	100	
	Contribution 1943-1951				7	6	100	
	Total contribution and accumulated interest past 1951				7	6	100	
TOTALS			64	50	85	76		

NOTES:

NAME Police Department Duty RosterPURPOSE To provide the Police Department with tentative duty assignments and a form for recording payroll and manpower distribution.SPECIAL TIME REQUIREMENTS Daily

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>25</u>	AVG. <u>20</u>	MAX. <u>700</u>	AVG. <u>700</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Name	24	20			100	
	Number			6	6	100	
	Classification number			4	4	100	
	Assignment	3	3			100	
	Vehicle number			4	4	90	
	Days off	6	6			100	
	Appropriation number <u>DIVISION NAME</u>	24	20			5	
	Watch			1	1	5	
	Sick leave - current year			3	1	100	
	Injury on duty current year			3	1	5	
	Sick leave entitlement			3	1	100	
	Overtime allowance entitlement			3	2	75	
	Vacation entitlement			2	2	100	
TOTALS		57	49	29	22		

NOTES:

This would be a form with adequate space for recording transfers into and out of the division, reason for being absent, special duty, hospital guard, and late assignment. Room would also be provided for pertinent payroll data. This report would be prepared in division sequence.

NAME Corrected Police Department Duty Roster for Prior Day

PURPOSE To provide the Police Department with the actual duty assignments for the prior day.

SPECIAL TIME REQUIREMENTS Daily

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE			
	MAX.	AVG.		MAX.	AVG.		
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS				
	MAX. 25	AVG. 20	MAX. 700	AVG. 700			
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Name	24	20			100	
	Number			6	6	100	
	Classification number			4	4	100	
	Assignment	3	3			100	
	Vehicle number			4	4	90	
	Days off	6	6			100	
	Division Name	24	20			5	
	Watch			1	1	5	
TOTALS		57	49	15	15		

NOTES:

This would be a preprinted 11" x 8" report prepared in division sequence.

NAME Daily Personnel Report of Man Days Worked

PURPOSE To inform the Chief of Police of the number of man days assigned (uniformed and Civilian) and the number of effective man days.

SPECIAL TIME REQUIREMENTS Daily

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 10	AVG. 10	MAX. 300	AVG. 300				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Number of man days worked				9	9	100	
	Division and section		24	20			10	
	Day		9	6			10	
	Date				6	6	10	
TOTALS			33	26	15	15		

NOTES:

This information should be printed at the end of the run producing the "Corrected Police Department Duty Roster for Prior Day".

NAME Police Department Personnel Distribution Report

PURPOSE To advise the police chief of the labor distribution by activity.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS Weekly		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX. 35	AVG. 35	MAX. 350	AVG. 350						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Appropriation number		24	20	54	2	100			
	Activity				6	6	100			
	Man day appropriated				3	3	100			
	Man days - actual				3	3	100			
	Difference				2	2	100			
	Front line personnel				3	2	100			
	Administrative personnel				2	2	100			
	Civilian personnel				2	2	100			
	Name							100		
	Absence code						2	2	100	
	Number of days absent						1	1	100	
TOTALS					24	20	28	25		

NOTES:

NAME Changes to Master File

PURPOSE This report will show all changes made to the master payroll and personnel file during the payroll period.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 358	AVG. 307	MAX. 1050 250	AVG. 1000 200				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Name		24	20			100	
	Number				6	6	100	
	Fund number				3	3	100	
	Appropriation number				45	2	100	
	Date				6	6	100	
	Change code				2	2	100	
	Field before change		40	20	6	4	100	
	Field after change		40	20	6	4	100	
TOTALS			104	60	34 33	27		

NOTES:

NAME Labor Distribution Tape

PURPOSE This file contains the detail labor distribution to be used in cost accounting.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. -	AVG. -	MAX. 3500	AVG. 3050	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund Number			3	3	100	
	Appropriation number			54	2	100	
	Function or work order number			6	6	100	
	Objective code			6	6	100	
	Hours			2	2	100	
	Amount			4	4	100	
	Mileage to date			6	5	25	
	Type of repairs			2	2	75	
	Number of repairs			1	1	75	
	Accident code			1	1	5	
TOTALS				35	32		

NOTES:

NAME Miscellaneous Reports

PURPOSE Reports: Educational inquiry report, Civil Service position and incumbent report, record print out.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX. 5	AVG. 5	MAX. 100	AVG. 100						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Information is contained in the master payroll and personnel file #15.									
TOTALS										

NOTES:

NAME Payroll Register

PURPOSE Official register of payroll and departmental information.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Semi-Monthly		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 135	AVG. 120	MAX. 4000	AVG. 3200	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Name	24	20			100			
	Number			6	6	100			
	Fund number			3	3	100			
	Appropriation number			45	2	100			
	Warrant number			5	5	100			
	Straight time hours			3	2	100			
	Straight time rate			5	4	100			
	Overtime hours			2	2	1			
	Overtime rate			5	4	1			
	Gross earnings			6	5	100			
	Withholding tax			5	4	100			
	Retirement			4	3	99			
	F.I.C.A.			4	3	1			
	Bonds			5	4	15			
	Credit Union			5	4	60			
	Other deductions			4	3	100			
	Net EARNINGS			46	45	100			
				73	59				
				77					
	TOTALS	24	20	70	58				

NOTES:

NAME Personnel and Leave Entitlement Roster

PURPOSE To inform the departments of each employee's leave entitlement and provide a form for recording exception information for the payroll.

SPECIAL TIME REQUIREMENTS Semi-monthly

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Semi-monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 135	AVG. 120	MAX. 4000	AVG. 3200				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Name		24	20			100	
	Number				6	6	100	
	Classification number				4	4	100	
	Sick leave - current year				3	1	100	
	Injury on duty current year				3	1	5	
	Family sick leave - current year				1	1	1	
	Sick leave entitlement				3	1	100	
	Overtime allowance entitlement				3	2	25	
	Vacation entitlement				3	2	100	
TOTALS			24	20	26	18		

NOTES:

This would be a preprinted 11" x 14" document with adequate space for recording payroll exception data.

NAME Payroll Summary Tape

PURPOSE To record payroll data for appropriation accounting

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS Semi-monthly		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	- 0 -	AVG.	- 0 -	MAX.	250	AVG.	200		
FIELD NO.	ITEM DESCRIPTION				CHARACTERS PER ITEM				% USE	NOTE
					ALPHABETIC		NUMERIC			
					MAX.	AVG.	MAX.	AVG.		
	Fund number						3	3	100	
	Appropriation number						5	2	100	
	Function number						6	6	100	
	Objective code						6	6	100	
	Amount						8	6	100	
TOTALS							28	23		

NOTES:

NAME Change in Employee Leave Entitlement Report

PURPOSE To advise employee of the exhaustion of at least one category of entitled leave.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Semi-monthly		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 5	AVG. 2	MAX. 20	AVG. 10	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Name	24	20			100			
	Number			6	6	100			
	Address	40	30			100			
	Fund number			3	3	100			
	Appropriation number			45	2	100			
	Sick leave - current year			3	2	100			
	Days absent current year			3	2	100			
	Sick leave entitlement			3	1	100			
	Overtime allowance entitlement			3	2	100			
	Vacation entitlement			3	2	100			
TOTALS		64	50	29	20				

NOTES:

NAME Report to Agency of Changes in Employee's Payroll Deductions

PURPOSE Advise the various agencies of employee payroll deduction change

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Semi-monthly		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 20	AVG. 15	MAX. 20	AVG. 15	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Agency name	24	20			10	
	Name	24	20			100	
	Number			6	6	100	
	Fund number			3	3	100	
	Appropriation number			45	2	100	
	Payroll date			6	6	10	
	Deduction amount after change			4	3	100	
TOTALS		48	40	23	20		

NOTES:

NAME Report to Agency of Changes in Employee's Payroll DeductionsPURPOSE Advise the various agencies of employee payroll deduction change.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Semi-monthly</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>20</u>	AVG. <u>15</u>	MAX. <u>20</u>	AVG. <u>15</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Agency name	24	20			10			
	Name	24	20			100			
	Number			6	6	100			
	Fund number			3	3	100			
	Appropriation number			<u>45</u>	2	100			
	Payroll date			6	6	10			
	Deduction amount after change			4	3	100			
TOTALS		48	40	<u>24</u> 23	20				

NOTES:

NAME Voluntary Deduction Cancellation Report

PURPOSE To inform employee and his department of the cancellation of voluntary deductions in the case of zero balance checks.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS Semi-monthly		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	5	AVG.	5	MAX.	10	AVG.	5		
FIELD NO.	ITEM DESCRIPTION				CHARACTERS PER ITEM				% USE	NOTE
					ALPHABETIC		NUMERIC			
					MAX.	AVG.	MAX.	AVG.		
	Name				24	20			100	
	Number						6	6	100	
	Department name				24	20			100	
	Appropriation number						4 5	2	100	
	Name of deduction				24	20			100	
	Deduction before cancellation						4	3	100	
TOTALS					72	60	14 15	11		

NOTES:

NAME Savings Bond Register

PURPOSE Official list of bonds purchased by employees.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	
	10	5	200	100	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Name	24	20			100			
	Number			6	6	100			
	Fund number			3	3	100			
	Appropriation number			45	2	100			
	Face value of bond			5	4	100			
	Bond purchase price			4	4	100			
	Bonds (Deduction amount)			5	4	100			
	Deduction balance			4	3	100			
TOTALS		24	20	32	26				

NOTES:

NAME Savings Bonds

PURPOSE Preparation of the bonds

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE					
	MAX.	AVG.		MAX.	AVG.				
OUTPUT	NO. DOCUMENTS Semi-Monthly		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX. 200	AVG. 100	MAX. 1000	AVG. 500					
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Savings bond name	48	40			100			
	Date			6	6	100			
	Address	40	30			100			
	Beneficiary	24	20			100			
	Address of beneficiary	40	30			100			
TOTALS		152	120	6	6				

NOTES:

NAME Savings Bond Sign Off Sheet

PURPOSE Receipt for issuance of savings bonds.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Semi-monthly		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 35	AVG. 30	MAX. 200	AVG. 100	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Name	24	20			100			
	Number			6	6	100			
	Department name	24	20			100			
	Division name	24	20			100			
	Date			6	6	100			
	Face value of bond			5	4	100			
TOTALS		72	60	17	16				

NOTES:

NAME Retirement Payroll Register

PURPOSE Official register for retirement payroll.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 30	AVG. 30	MAX. 1000	AVG. 1000				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Net Rate				5	5	100	
	Date				6	6	100	
	Other Information same as master retirement payroll file #18.							
TOTALS					11	11		

NOTES:

NAME Retirement Warrants and Statement

PURPOSE For payment of the retired persons

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 30 1000	AVG. 30 1000	MAX. 1000 3000	AVG. 1000 3000	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Net rate			5	5	100	
	Date			6	6	100	
	Other information the same as master retirement payroll file #18.						
TOTALS				11	11		

NOTES:

NAME Performance ReportPURPOSE Preprinted evaluation sheets for rating city employees.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Monthly</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>600</u>	AVG. <u>600</u>	MAX. <u>1200</u>	AVG. <u>1200</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Name	24	20			50			
	Date			6	6	50			
	Classification name	24	20			50			
	Classification number			4	4	50			
	Fund number			3	3	50			
	Department name	24	20			50			
	Appropriation number			<u>45</u>	2	50			
	Anniversary date			6	6	50			
TOTALS		72	60	<u>24</u>	21				

NOTES:

NAME Non-satisfactory Performance Report.

PURPOSE

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 1	AVG. 1	MAX. 10	AVG. 5	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Employee name	24	20			100	
	Classification name	24	20			100	
	Date			6	6	100	
	Department name	24	20			100	
	Appropriation number			45	2	100	
	Ratings			12	12	100	
TOTALS		72	60	23	20		

NOTES:

NAME Annual Vacation Request

PURPOSE This would be a preprinted form for recording vacation requests by the employees.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Annual		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 4000	AVG. 3200	MAX. 8000	AVG. 6400	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Name	24	20			100			
	Number			6	6	100			
	Department name	24	20			100			
	Division name	24	20			100			
	Date			6	6	100			
	Effective date			6	6	100			
	Vacation entitlement			2	2	100			
TOTALS		72	60	20	20				

NOTES:

NAME Summary Payroll Budget Worksheets

PURPOSE To provide detail payroll analysis for annual budget.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Annually		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 135	AVG. 120	MAX. 4200	AVG. 3400	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Department name	24	20			100			
	Fund number			3	3	100			
	Appropriation number			45	2	100			
	Name	24	20			100			
	Number			6	6	100			
	Classification name	24	20			100			
	Annual salary			7	6	100			
	Anniversary date			6	6	100			
	Classification total			8	7	100			
	Division total			8	7	100			
	Departmental total			8	7	100			
	Average monthly earnings			6	5	100			
TOTALS		72	60	56	49				

NOTES:

NAME Budget Worksheets

PURPOSE Payroll and personnel budget for succeeding year.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Annual		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 50	AVG. 50	MAX. 1500	AVG. 1500	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Department name	24	20			100			
	Classification name	24	20			100			
	Division name	24	20			100			
	Yearly salary			8	7	100			
	Number of employees			3	2	100			
	Annual average salary			7	6	100			
TOTALS		72	60	18	15				

NOTES:

NAME Personnel Address Report

PURPOSE To provide the departments with an updated employee address list.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Annually		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 135	AVG. 120	MAX. 4000	AVG. 3200				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Name		24	20			100	
	Number				6	6	100	
	Fund number				3	3	100	
	Appropriation number				4 5	2	100	
	Address		40	30			100	
	Telephone number				7	7	100	
TOTALS			64	50	20	18		

NOTES:

NAME Personnel Address Report - Police DepartmentPURPOSE To provide the Police Department with an updated employee address list.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Quarterly</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>30</u>	AVG. <u>30</u>	MAX. <u>700</u>	AVG. <u>700</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Name	24	20			100			
	Number			6	6	100			
	Fund number			3	3	100			
	Appropriation number			<u>45</u>	2	100			
	Address	40	30			100			
	Telephone number			7	7	100			
TOTALS		64	50	<u>21</u> 20	18				

NOTES:

NAME W-2 Statement

PURPOSE To inform Federal government and employees of yearly earnings

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Annually		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 4200	AVG. 3400	MAX. 4200	AVG. 3400	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Name	24	20			33			
	Address	40	30			33			
	Social Security number			9	9	33			
	Gross Earnings			7	6	33			
	Withholding tax			6	5	33			
	F.I.C.A.			5	5	1			
TOTALS		64	50	27	25				

NOTES:

NAME Quarterly Payroll Report

PURPOSE Used for preparation of quarterly payroll tax returns

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Quarterly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 120	AVG. 105	MAX. 4000	AVG. 3200				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Name		24	20			100	
	Number				6	6	100	
	Fund number				3	3	100	
	Appropriation number				45	2	100	
	Gross earnings - current quarter				6	5	100	
	Withholding taxes - current quarter				6	6	100	
	F.I.C.A. - current quarter				4	3	1	
TOTALS			24	20	30 29	25		

NOTES:

NAME Confirmation of Employee Address and Marital Status

PURPOSE To obtain correct address and marital status before issuing W-2 Statements

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS Annual		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	4000	AVG.	3400	MAX.	4000	AVG.	3400		
FIELD NO.	ITEM DESCRIPTION				CHARACTERS PER ITEM				% USE	NOTE
					ALPHABETIC		NUMERIC			
					MAX.	AVG.	MAX.	AVG.		
	Name				24	20			100	
	Number						6	6	100	
	Fund number						3	3	100	
	Appropriation number						45	2	100	
	Address				40	30			100	
	Marital Status				1	1			100	
TOTALS					65	51	14	11		

NOTES:

NAME Employees Retirement Report

PURPOSE To inform personnel of the status of their contribution to the retirement fund.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS Annual		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	1400	AVG.	1400	MAX.	4200	AVG.	4200		
FIELD NO.	ITEM DESCRIPTION				CHARACTERS PER ITEM				% USE	NOTE
					ALPHABETIC		NUMERIC			
					MAX.	AVG.	MAX.	AVG.		
	Name				24	20			100	
	Address				40	30			100	
	Contribution per year						6	5	100	
	Interest per year						5	4	100	
	Contribution 1943-1951						7	6	100	
	Total contribution and accumulated interest past 1951						7	6	100	
TOTALS					64	50	25	21		

NOTES:

INVENTORY

The main objective of inventory accounting is to provide an efficient inventory control system.

The inventory currently contains approximately 10,000 items. The inventory system will control approximately 3500 items, which is 35% of the total items stocked. Since 6500 of the total items have less than 2% of the total annual dollar usage these items will be placed under physical control and ordered only on an annual basis.

The 3500 items covered by the inventory system will be ordered according to determinations arrived at by use of an economic order quantity formula. Use of this formula will enable the Purchasing Department to order more effectively.

DAILY RUN

A daily run will be used to update the master inventory record with material receipts, shipments, and orders. This will enable the City to prepare the necessary purchase orders on a more timely basis. The following reports will be prepared daily:

1. Central Stores Departmental issue report (Picking list)
2. Items to order
3. Out of stock items
4. Material usage tape

The processing requirements for the daily run are as follows:

1. New items

When new items are added to the inventory; set up the item number, commodity code, description, stores location, unit of purchase, unit of issue, re-order point, economic order quantity, vendor code and safety stock in the master inventory file.

2. Deletions, changes in status and returns

Remove or change the appropriate field in the master file. If a return of material write out on the material usage tape for issuance of a credit in the billing procedure and increase the quantity on hand in the master inventory file.

3. Issues

Extend the units shipped by the price in the master file and write out on the material usage tape the fund, appropriation, function, object, units and amount. The quantity on hand in the master file must also be reduced.

4. Items on order

Set up the purchase order number and increase the quantity on order in the master file.

5. Receipts

Reduce the quantity on order, calculate the average unit price, and increase the quantity on hand in the master file.

6. Departmental Issue Report

When an item is not requisitioned by use of a repair order or an emergency over-the-counter order the requisition goes directly to the Purchasing Department where it is coded for EDP processing. After coding the document is used for encumbering the appropriation and transferred to the inventory processing on the inventory status change tape. The inventory run will produce a picking list with item number, description, units, and amount by fund and appropriation for those items that will be issued from Central Stores.

7. Items to order

A list will be prepared for the Purchasing Department indicating the items and quantity to be ordered.

WEEKLY RUN

Each week a forecast of material usage, in dollars only, by commodity code will be prepared. An economic order quantity formula applying the techniques of exponential smoothing will be used to predict the material usage.

MONTHLY RUN

The monthly run provides a listing for physical inventory.

1. Listing for physical inventory
2. Physical inventory to book inventory discrepancies

The processing requirements for the monthly run are as follows:

1. Physical inventory

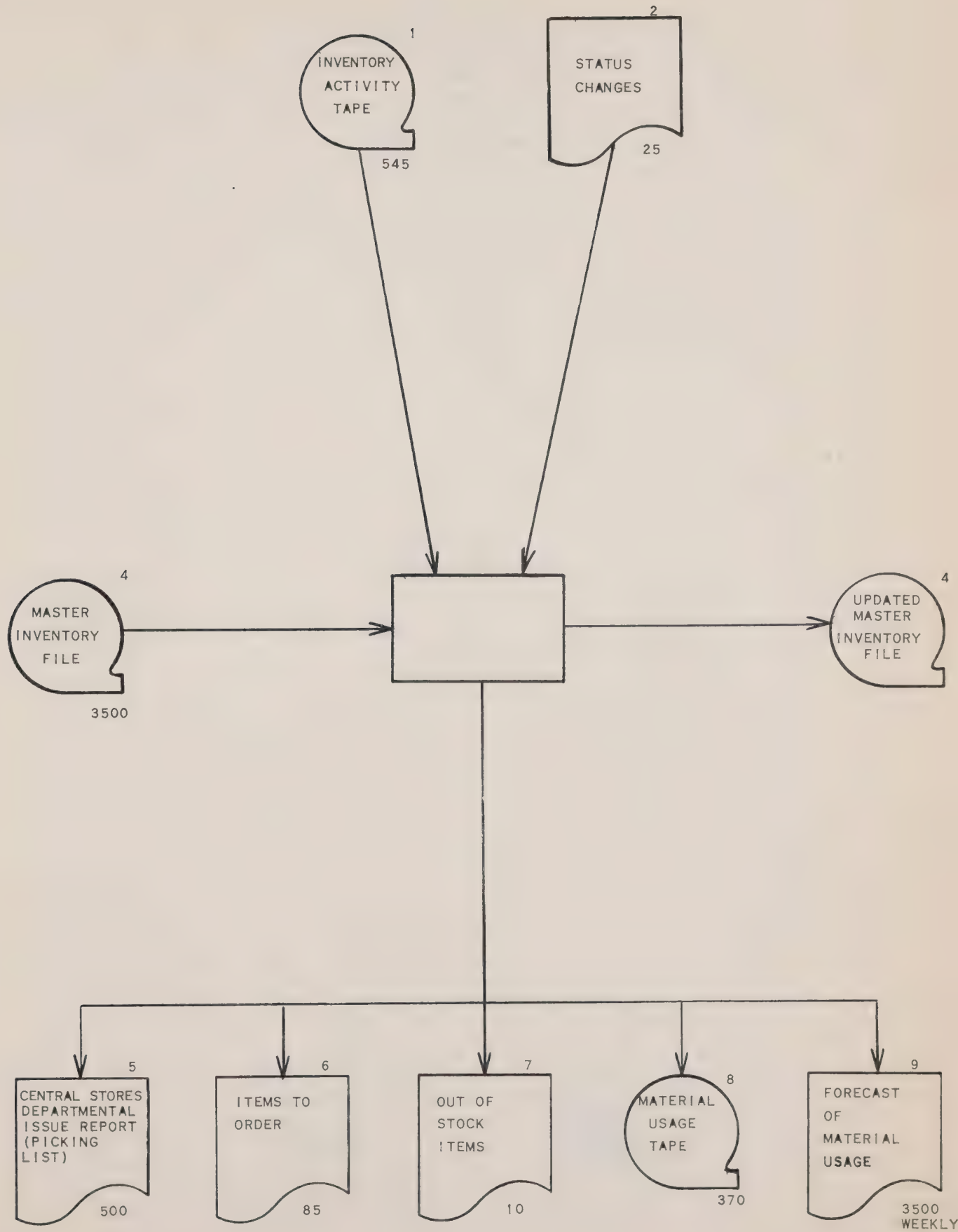
The physical inventory will be cycled on a monthly basis. Each month approximately 25 "A" items and 280 "B" items will be counted.

The physical count quantities will be keypunched and passed against the master inventory file. Since the book quantity was "frozen" at the time the inventory list was prepared it can be compared with the physical count.

A list of discrepancies will be prepared for recount. If an item is to be recounted a notation will be made in the master file.

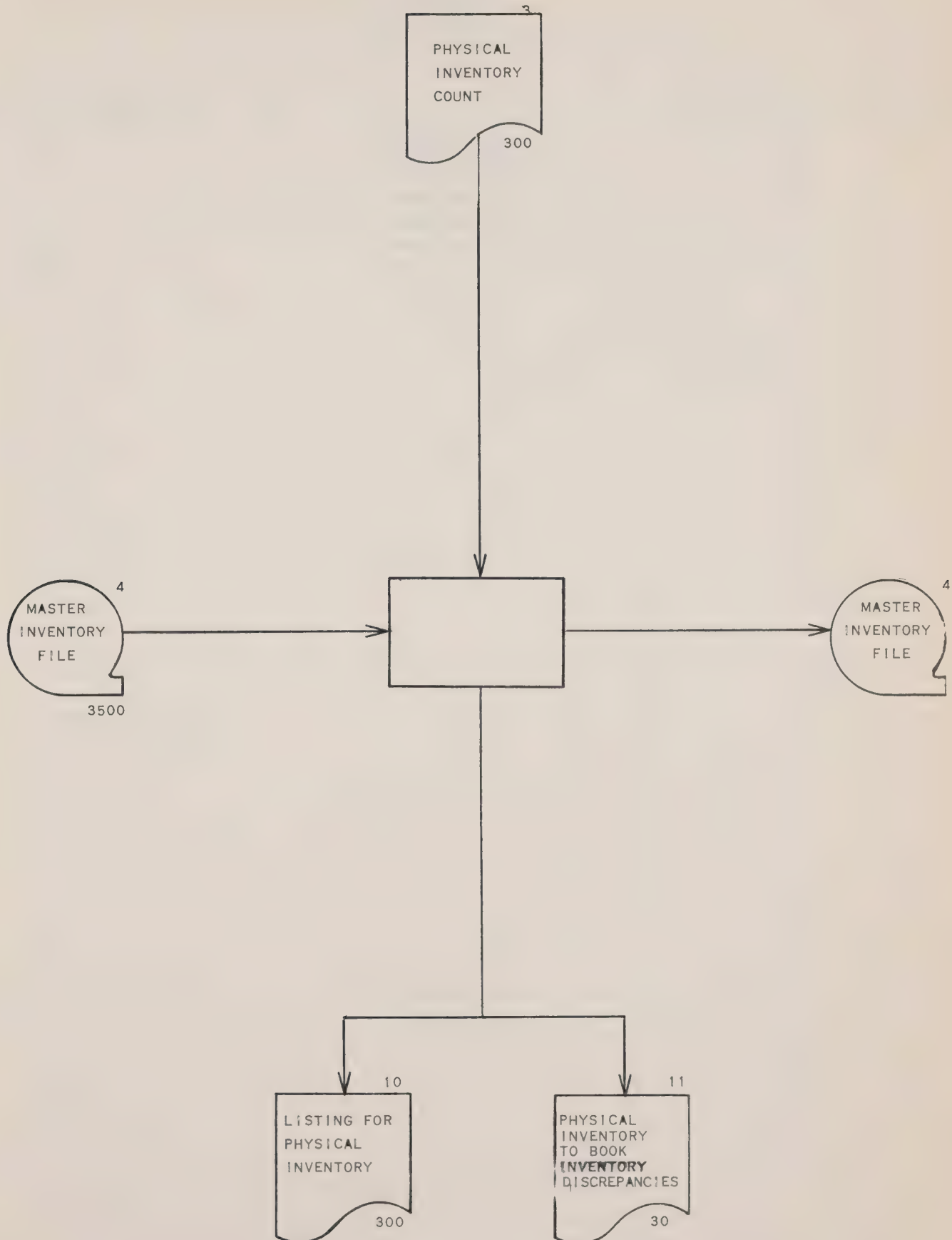
INVENTORY ACCOUNTING

DAILY RUN



INVENTORY ACCOUNTING

MONTHLY RUN



INVENTORY

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
5	Preprinted	11
6	Preprinted	11
7	Same as 6	11
9	Preprinted	11
10	Same as 11	11
11	Preprinted	11

NAME Inventory Activity Tape

PURPOSE To record items ordered, received and issued.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX. 550	AVG. 545		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Item number			6	6	100	
	Commodity code			12	12	100	
	Ordered:						
	Purchase order number			6	6	3	
	Quantity ordered			4	2	3	
	Received:						
	Quantity received			4	2	20	
	Unit price			4	3	100	
	Shipped:						
	Fund number			3	3	25	
	Appropriation number			4	2	25	
	Function number			6	6	25	
	Quantity to ship			4	2	25	
	Requisition number			5	5	25	
TOTALS				58	49		

NOTES:

NAME Status ChangesPURPOSE To record changes in Central Stores inventory items and effect adjustments.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE		
	MAX. <u>50</u>	AVG. <u>25</u>		MAX.	AVG.	
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS			
	MAX.	AVG.	MAX.	AVG.		

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Date			6	6	100	
	Item number			6	6	100	
	Any field within a record may be changed in the master inventory file.						
TOTALS				14	14		

NOTES:

NAME Physical Inventory countPURPOSE To record physical count of inventory.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
	325	300			

OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS	
	MAX.	AVG.	MAX.	AVG.

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Date			6	6	100	
	Document Code			2	2	100	
	Item number			6	6	100	
	Physical count of quantity			4	3	100	
TOTALS				18	17		

NOTES:

NAME Master Inventory FilePURPOSE Complete current record of all Central Stores commodity items

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE					
	MAX.	AVG.		MAX.	AVG.				
				4000	3500				
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX.	AVG.	MAX.	AVG.					
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE	
			ALPHABETIC		NUMERIC				
			MAX.	AVG.	MAX.	AVG.			
	Item number				6	6	100		
	Commodity Code				12	12	100		
	Description		23	23			100		
	Stores Location				5	1	100	(1)	
	Unit of Purchase				2	2	100		
	Unit of Issue				2	2	100		
	Unit price				6	5	100		
	Quantity on Hand				4	3	100		
	Description		23	23			2	(3)	
	Quantity on order				4	3	25		
	Purchase order number				6	6	25		
	Re-order Point				4	3	100		
	Economic order quantity				4	3	100		
	Vendor Code				12	8	100	(2)	
	Safety stock				3	2	100		
	Safety stock trend				4	4	100		
	Trend - Usage				4	4	100		
	Moving average - Usage				4	3	100		
	Current weeks shipments				3	2	20		
	Date of last inventory count				6	6	100		
	"A" or "B" designation				1	1	100		
	Recount code				1	1	1		
	Quantity on hand at time of inventory				4	3	10		
TOTALS					46	46	97	80	

NOTES:

Sequence of file - Item number

- (1) An item may be stocked in a maximum of 5 locations, but is generally in one location.
- (2) The vendor code is 4 digits
- (3) This will contain the description of the object class only, not the detailed item description.

NAME Central Stores Departmental Issue Report (Picking list)

PURPOSE Memoranda to Departments of Central Stores items billed.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 150	AVG. 120	MAX. 600	AVG. 500				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Date				6	6	100	
	Appropriation number				5	2	100	
	Function number				6	6	100	
	Item number				6	6	100	(1)
	Commodity Code				12	12	100	(1)
	Description		23	23			100	(1)
	Unit of issue				2	2	100	(1)
	Requisition number				5	5	100	
	Quantity issued				4	2	100	(1)
	Unit price				6	5	100	(1)
	Surcharge				4	3	100	(1)
	Total price per item				6	4	100	(1)
	Total amount of requisition				6	4	100	(1)
TOTALS			23	23	68	57		

NOTES:

(1) The picking list contains an average of 4 items per requisition.

NAME Items to order Report

PURPOSE Report of items to be ordered by the Purchasing Department.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 3	AVG. 3	MAX. 90	AVG. 85	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Date			6	6	100	
	Item number			6	6	100	
	Commodity code			12	12	100	
	Description	23	23			100	
	Unit of issue			2	2	100	
	Unit price			6	5	100	
	Reorder point			4	3	100	
	Quantity on hand			4	3	100	
	Quantity on order			4	3	100	
	Re-order quantity			4	3	100	
	Vendor code			12	4	100	(1)
	Moving average - usage			4	3	100	
	Trend usage			4	4	100	
	Projected usage - 3 months			5	4	100	
TOTALS		23	23	73	58		

NOTES:

(1) Vendor code is 4 digits.

NAME Out of Stock Items

PURPOSE Report of Central Stores items that have reached an out of stock condition.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE					
	MAX.	AVG.		MAX.	AVG.				
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX.	1	AVG.	1	MAX.	10	AVG.	10	
FIELD NO.	ITEM DESCRIPTION			CHARACTERS PER ITEM				% USE	NOTE
				ALPHABETIC		NUMERIC			
				MAX.	AVG.	MAX.	AVG.		
	Date					6	6	100	
	Item number					6	6	100	
	Commodity code					12	12	100	
	Description			23	23			100	
	Quantity on order					4	3	100	
	Purchase order number					6	6	100	
TOTALS				23	23	34	33		

NOTES:

NAME Material Usage TapePURPOSE To report materials used by the departments.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX. <u>- 0 -</u>	AVG. <u>- 0 -</u>	MAX. <u>400</u>	AVG. <u>370</u>						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Document code				2	2	100			
	Fund number				3	3	100			
	Appropriation number				5	2	100			
	Function or work order number				6	6	100			
	Objective code				6	6	100			
	Item number				6	6	100			
	Quantity of parts				4	2	100			
	Date				6	6	100			
	Requisition number				5	5	100			
	Amount				6	4	100			
TOTALS					49	42				

NOTES:

NAME Forecast of Material UsagePURPOSE To show predicted dollar usage of material for a specified period.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Weekly</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>115</u>	AVG. <u>100</u>	MAX. <u>4000</u>	AVG. <u>3500</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Date			6	6	100	
	Objective code			6	6	100	
	Projected dollar usage - 3 months			8	6	100	
	Description	23	23			100	(1)
TOTALS		23	23	20	18		

NOTES:

- (1) This will contain the description of the object class only, not the detailed item description.

NAME Listing for Physical inventory

PURPOSE Provide listing of items for physical inventory counting.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 11	AVG. 10	MAX. 325	AVG. 300	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Date			6	6	100			
	Stores Location			2	2	100			
	Item Number			6	6	100			
	Commodity Code number			12	12	100			
	Description	23	23			100			
	Unit of issue			2	2	100			
TOTALS		23	23	28	28				

NOTES:

NAME Physical to Book Inventory Discrepancies

PURPOSE To list inventory discrepancies for reconciliation.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 35	AVG. 30				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Date				6	6	100	(1)
	Stores Location				5	1	100	
	Item number				6	6	100	
	Commodity Code number				12	12	100	
	Description		23	23			100	
	Unit of issue				2	2	100	
	Quantity on hand				4	3	100	
	Physical count of quantity				4	3	100	
	Difference				4	2	100	
TOTALS			23	23	43	35		

NOTES:

- (1) An item may be stocked in a maximum of 5 locations, but is generally in one location.

COST ACCOUNTING

The requirement of cost accounting is the accumulation of costs and statistical data by function and objective code for work orders, interdepartmental requisitions, vehicles, parks, fire alarms, radio units, and traffic signals. The cost data will be summarized daily by function and object for use in the appropriation accounting.

The detail cost data for work orders and interdepartmental requisitions will be accumulated only in the billing file. The summary data will go directly to the appropriation run by means of the daily cost distribution summary tape.

The data to be maintained for vehicles, parks, etc. will be accumulated in the master cost distribution file in summary form. The detail cost data will be accumulated in the billing file.

The billing file will be used to produce the semi-monthly inter-appropriation billing memorandum. The inter-appropriation transfers resulting from the billing will be made in the appropriation runs.

Monthly reports will be prepared showing the labor, equipment, and material costs for maintaining vehicles, parks, etc. These reports will aid in determining whether a unit is to be retained as well as indicating the efficiency of maintenance personnel.

DAILY RUN

The primary purpose of the daily run is to capture cost data to be used in the appropriation accounting runs. This data will be used to prepare the daily reports showing the available funds for each department and each work order or inter-departmental requisition.

In addition, the detail cost data will be accumulated in the billing file which will be used for inter-appropriation billing.

The outputs of the daily run are:

1. Daily cost distribution summary tape
2. Accident Billings

The processing requirements for the daily run are:

1. Labor costs

The labor costs will be obtained from the daily payroll run. Each man's time will be extended by his rate for labor distribution purposes. In addition the labor distribution tape will include the type of repairs made to each piece of equipment. The mileage on the vehicles will also be introduced through the labor distribution tape.

2. New jobs

A work order will be issued for all jobs initiated each day. Whenever another department's services are to be used an interdepartmental requisition will be prepared. These documents will contain the estimated costs of the project by objective code which will be used for encumbering the appropriations involved.

Each new work order will be set up in the appropriation accounting with the estimated costs. The work order will be transmitted to the billing file by means of the cost activity tape.

The work order and interdepartmental requisition numbers are part of the function number

3. Vehicle usage

The mileage for pool vehicles will be obtained from the mileage reports and will be used for statistical data including interdepartmental billing. The gasoline tags will contain the gallons of gasoline used and mileage for each vehicle.

The hourly rate table for heavy equipment contains approximately 300 characters.

4. Material usage

The material usage tape which is prepared in the inventory run will show the item issued, quantity issued, and cost by function and object for "A" and "B" items. This data will be accumulated by function in the master cost distribution tape and by function and object in the billing file.

In addition, a sur-charge will be added to the cost of each "A" and "B" item to absorb the cost of "C" items.

5. Outside purchases and special requests for expenditure

The outside purchases (non-inventory items) and special requests for expenditure will be accumulated on the cost activity tape during the daily appropriation run. The processing requirements for this tape are the same as for the material usage tape.

6. Accidents

All accidents will be coded and the resultant invoice for corrective work will be printed daily. The invoices must be in the hands of the City Attorney 72 hours after the repairs are made.

WEEKLY RUN

The weekly run will produce an analysis of the type of repairs made to each vehicle and the approximate mileage when such work would have to be done again. This report will enable the municipal shops to schedule their vehicle maintenance work. This data will come from the master cost distribution file.

The detail cost distribution report will contain the type of labor in dollars and man days, the type of equipment in dollars and hours, and the materials used by item, quantity and cost for each job. Detail information used in state reports may be maintained by hand posting. This data will come from the billing file.

The following weekly reports will be prepared:

1. Type of repairs
2. Detail cost distribution

SEMI-MONTHLY RUN

The billing file will be sorted by the fund and appropriation to be charged. After this sort is made a memorandum will be prepared showing all charges to date for each department.

While the interdepartmental billing memoranda are prepared, a summary tape will be produced containing the inter-appropriation transfers.

The following reports are prepared semi-monthly:

1. Interdepartmental billing memorandum
2. Inter-appropriation transfers

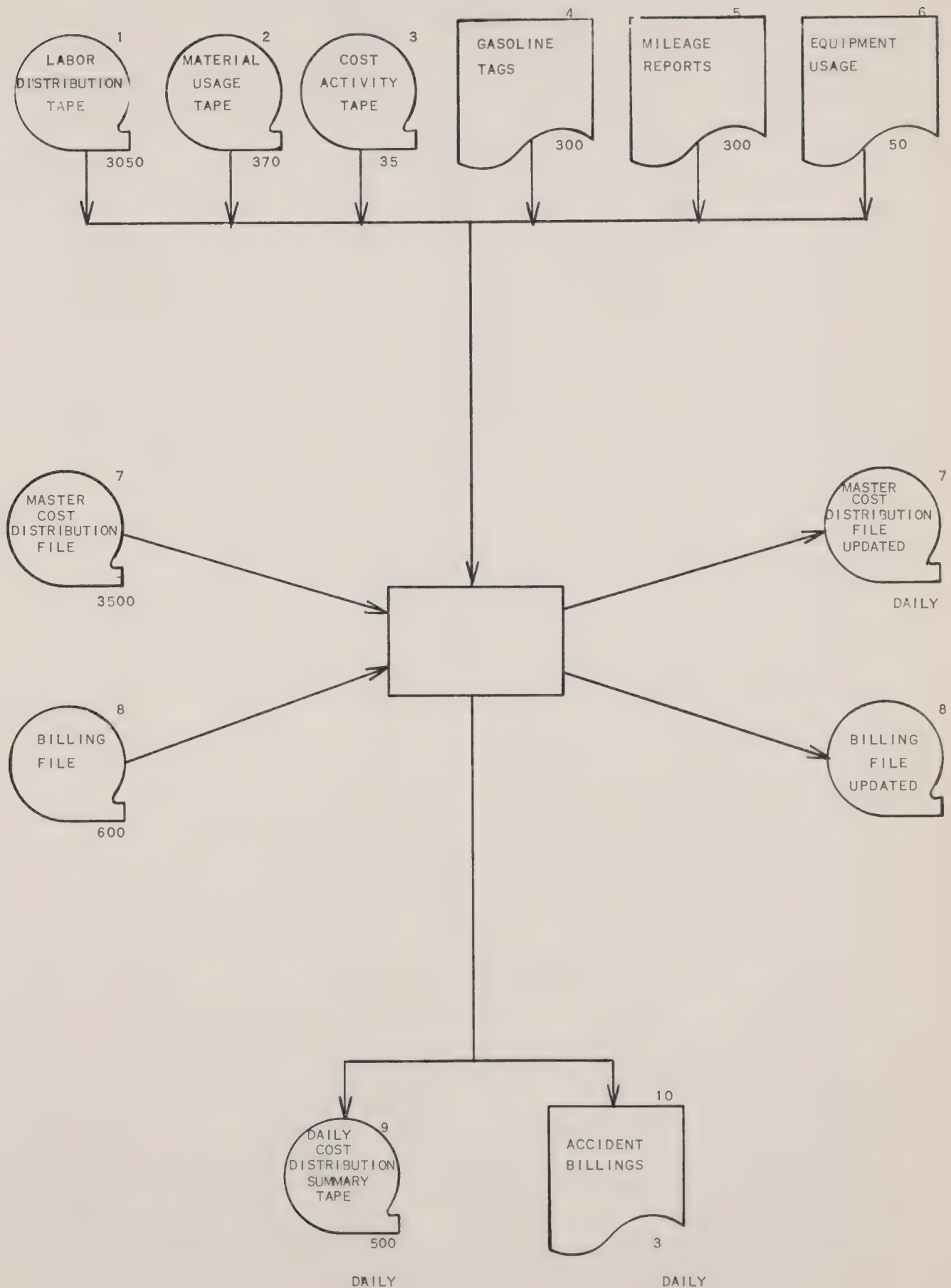
MONTHLY RUN

Two reports will be produced on a monthly basis. The first will contain the maintenance costs for vehicles. The other will show the amount of time necessary to make certain types of repairs to fire alarms, radio units, and traffic signals. The information necessary for these reports will be maintained in the master cost distribution file.

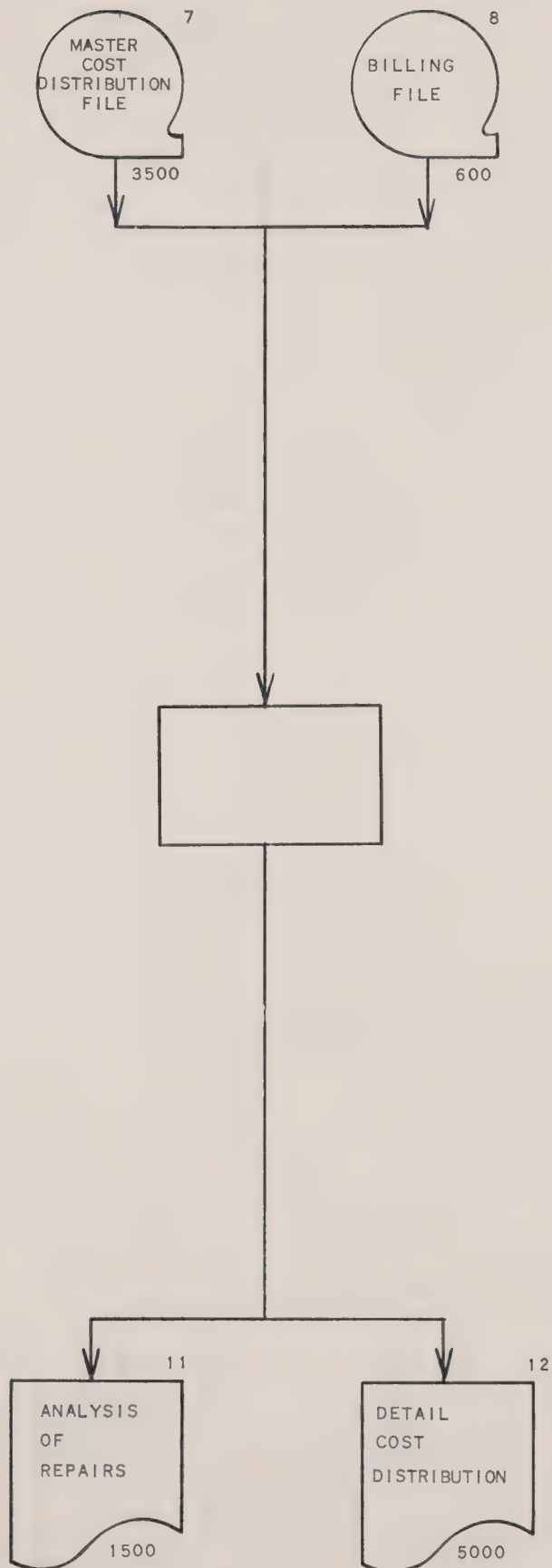
The following reports will be prepared monthly:

1. Cost distribution report
2. Performance report

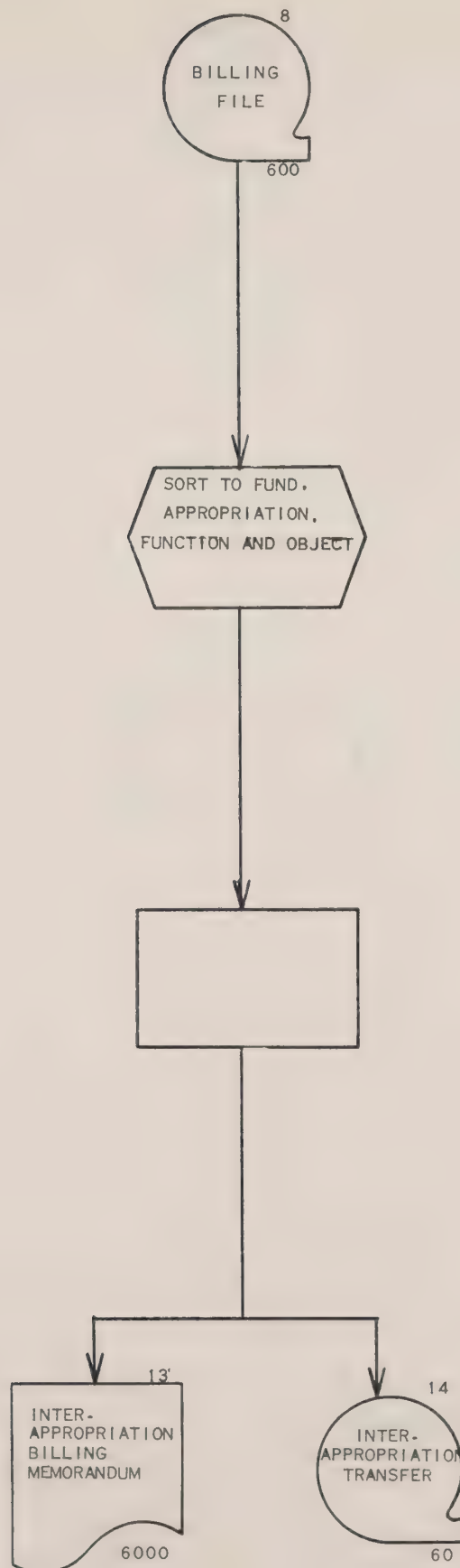
COST ACCOUNTING
DAILY RUN



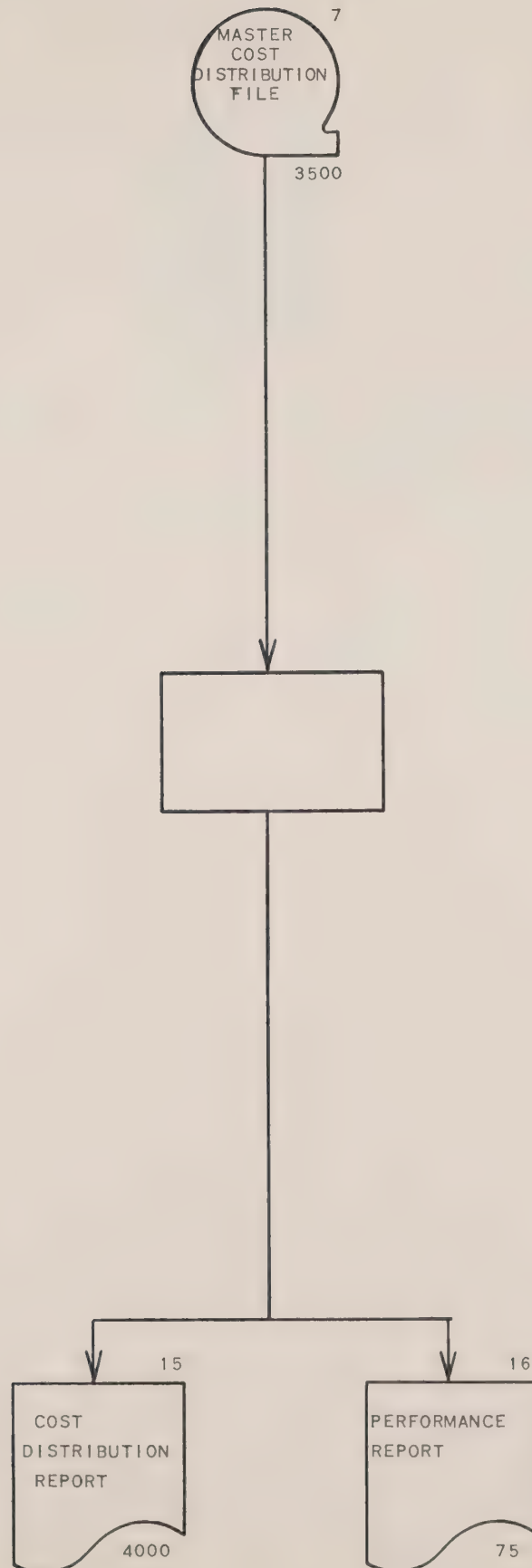
COST ACCOUNTING
WEEKLY RUN



COST ACCOUNTING
SEMI-MONTHLY RUN



COST ACCOUNTING
MONTHLY RUN



COST ACCOUNTING

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
10	Stock	11
11	Preprinted	11
12	Same as 15	11
13	Preprinted	11
15	Preprinted	11
16	Preprinted	11

NAME Labor Distribution Tape

PURPOSE This file is an output from the payroll and contains the labor distribution.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE				
	MAX. 3500	AVG. 3050		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	Objective code				6	6	100	
	Hours				2	2	100	
	Amount				4	4	100	
	Mileage to date				6	5	25	
	Type of repairs				2	2	75	
	Number of repairs				1	1	75	
	Accident code				1	1	5	
TOTALS					36	32		

NOTES:

NAME Material Usage Tape

PURPOSE To report materials used by the departments.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX. 400	AVG. 370		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund Number			3	3	100	
	Appropriation number			5	2	100	
	Function or work order number			6	6	100	
	Objective code			6	6	100	
	Item number			6	6	100	
	Quantity of parts			4	2	100	
	Date			6	6	100	
	Requisition number			5	5	100	
	Amount			6	4	100	
TOTALS				49	42		

NOTES:

NAME Cost Activity Tape

PURPOSE To set up new work orders, record special expenditures, and the expenditure for outside purchases.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE						
	MAX.	45		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Fund Number				3	3	100			
	Appropriation number				5	2	100			
	Function or work order number				6	6	100			
	Objective code				6	6	100			
	Commodity code				12	12	95			
	Amount				9	6	100			
	Revenue estimate				9	6	5			
TOTALS					50	41				

NOTES:

NAME Gasoline Tags

PURPOSE To provide miles and fuel usage for billing and statistical purposes.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX. 350	AVG. 300		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function (vehicle) number			4	4	100	
	Date			6	6	100	
	Mileage to date			7	6	100	
	Type of fuel			1	1	100	
	Gallons			3	3	100	
	Type of oil			1	1	5	
	Quantity of oil			2	1	5	
TOTALS				34	29		

NOTES:

NAME Mileage Report

PURPOSE To provide mileage for billing purposes on pool cars.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX. 350	AVG. 300		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function (vehicle) number			6	6	100	
	Fund number - to be billed			3	3	100	
	Appropriation number - to be billed			5	2	100	
	Function number - to be billed			6	6	100	
	Mileage			3	2	100	
TOTALS				33	26		

NOTES:

NAME Equipment UsagePURPOSE To provide hours of usage for billing of heavy equipment and trucks.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>55</u>	AVG. <u>50</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function or work order number			6	6	100	
	Hours			4	3	100	
	Date			6	6	100	
TOTALS				26	22		

NOTES:

NAME Master Cost Distribution File

PURPOSE Master file of cost information by job and maintenance function.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX. 4000	AVG. 3500
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function or work order number			6	6	100	
	Objective code			6	6	100	
	Description	40	30			100	
	Location	40	30			100	
	Class	40	30			100	
	Estimated cost			9	6	100	
	Revenue estimate			9	6	25	
	Revenue to date			9	6	25	
	Revenue this month			7	5	25	
	Fuel consumption (gallons) to date			4	3	25	
	Fuel consumption (gallons) this month			3	2	25	
	Fuel consumption (dollars) to date			6	5	25	
	Fuel consumption (dollars) this month			5	4	25	
	Mileage to date			6	5	25	
	Mileage this month			4	3	25	
	Type of fuel			1	1	25	
	Hours to date			5	4	100	
	Hours this month			4	3	100	
	Labor to date			9	6	100	
	Labor this month			8	5	100	
	Parts to date			9	6	100	
	Parts this month			8	5	100	
TOTALS							

NOTES:

Sequence of this file is fund, appropriation, function, and object. The function number represents vehicles, parks, fire alarms, radio units, and traffic signals.

NAME Master Cost Distribution File

PURPOSE

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE			
	MAX.	AVG.		MAX.	AVG.		
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS				
	MAX.	AVG.	MAX.	AVG.			
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Accident labor to date			6	5	5	
	Accident parts to date			5	5	5	
	Man days to date			6	5	100	
	Equipment rental cost to date			6	5	5	
	Equipment rental cost this month			6	5	5	
	Equipment to date			8	5	100	
	Equipment this month			8	5	100	
	Type of repairs			2	2	100	(1)
	Number of repairs			2	1	100	(1)
	Type of revenue code			1	1	100	
TOTALS				176	131		

NOTES:

- (1) These classifications would occur a maximum of 15 times per record and an average of 10 times per record.

NAME Billing FilePURPOSE Inter appropriation and outside billing detail

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				650	600			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	Objective code				6	6	100	(1)
	Fund number - to be billed				3	3	100	
	Appropriation number - to be billed				5	2	100	
	Function number - to be billed				6	6	100	
	Objective code - to be billed				6	6	100	(1)
	Commodity code				12	12	100	(1)
	Item number				6	6	100	(1)
	Amount				9	5	100	(1)
	Type of revenue code				1	1	100	(1)
TOTALS					68	58		

NOTES:

(1) These items will occur an ^{maximum 25} average of 10 times per record.

NAME Daily Cost Distribution Summary TapePURPOSE Daily distribution of costs to be accumulated in the appropriation accounting section

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. - 0 -	AVG. - 0 -	MAX. 550	AVG. 500				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	Objective code				6	6	100	
	Requisition number				5	5	5	(1)
	Item number				6	6	10	(1)
	Quantity of parts				2	1	10	(1)
	Amount				6	4	100	
TOTALS					39	33		

NOTES:

(1) These items will occur an average of 4 times per record.

NAME Accident Billings

PURPOSE To provide cost of repairing a vehicle after an accident.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 3	AVG. 3				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	Labor				5	4	100	
	Parts				5	4	100	
TOTALS					24	19		

NOTES:

NAME Analysis of Repairs

PURPOSE To advise the garage when vehicle maintenance should be performed.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Weekly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 50	AVG. 50	MAX. 1500	AVG. 1500				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	(1)
	Appropriation number				5	2	100	
	Function or Vehicle number				6	6	100	
	Objective code				6	6	100	
	Type of repairs				2	2	100	
	Number of repairs				2	1	100	
	Mileage for next service				6	5	100	
TOTALS					30	25		

NOTES:

Two lines will be printed for each record.

(1) The mileage for next service will be computed as follows:

$$\frac{\text{mileage to date}}{\text{number of repairs}} + \text{mileage to date}$$

NAME Detail Cost Distribution Report

PURPOSE To provide the departments with a detail list of charges for each work order and inter-departmental requisition.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Weekly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 180	AVG. 160	MAX. 5500	AVG. 5000				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund Number				3	3	100	
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	Objective code				3	3	100	(1)
	Amount				7	5	100	(1)
	Item number				6	6	100	(1)
	Commodity code				12	12	100	(1)
TOTALS					42	37		

NOTES:

(1) The object number and cost would occur an ^{MAXIMUM 15} average of 10 times per record.

NAME Inter-Appropriation Billing Memorandum

PURPOSE To provide the departments with a memorandum of inter-departmental charges.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Semi-monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 210	AVG. 200	MAX. 6500	AVG. 6000				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number - to be billed				3	3	100	
	Appropriation number - to be billed				5	2	100	
	Function or Work Order number - to be billed				6	6	100	
	Objective code - to be billed				6	6	100	
	Amount - to be billed				9	5	100	
	Fund number				5	2	100	
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	Objective code				6	6	100	(1)
	Amount				9	5	100	(1)
	Item number				6	6	100	(1)
	Commodity code				12	12	100	(1)
TOTALS					78	61		

NOTES:

The billing file will be sorted on fund, appropriation, function or work order and objective code of the department to be billed.

(1) These items would appear an ^{maximum 25} average of 10 times per record.

NAME Inter-Appropriation Transfers

PURPOSE To record inter-appropriation transfers to be made in appropriation accounting.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	- 0 -	AVG.	- 0 -	MAX.	65	AVG.	60		
FIELD NO.	ITEM DESCRIPTION				CHARACTERS PER ITEM				% USE	NOTE
					ALPHABETIC		NUMERIC			
					MAX.	AVG.	MAX.	AVG.		
	Fund number						3	3	100	
	Appropriation number						5	2	100	
	Function number						6	6	100	
	Objective code						3	3	100	
	Amount						9	5	100	
TOTALS							26	19		

NOTES:

This tape will be in sequence by fund, appropriation, function or work order and objective code.

NAME Cost Distribution Report

PURPOSE This report shows the costs distributed for the maintenance activities as follows:
Vehicles, parks, fire alarms, radio units, and traffic signals.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 150	AVG. 135	MAX. 4500	AVG. 4000				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function or work order number				4	4	100	
	Billings to date				6	5	30	
	Billings this month				5	5	30	
	Fuel consumption (gallons) to date				4	3	30	
	Fuel consumption (gallons) this month				3	2	30	
	Fuel consumption (dollars) to date				6	5	30	
	Fuel consumption (dollars) this month				5	4	30	
	Mileage to date				5	4	30	
	Mileage this month				4	3	30	
	Labor to date				6	5	100	
	Labor this month				5	4	100	
	Parts to date (dollars)				6	5	100	
	Parts this month (dollars)				5	4	100	
	Net of revenues & expenditures				6	5	30	
	Hours to date				4	4	20	
	Hours this month				4	3	20	
	Accident labor to date				6	5	10	
	Accident parts to date				5	5	10	
TOTALS					97	80		

NOTES:

NAME Performance Report

PURPOSE To show the type and number of jobs done during the month.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
	4	3	100	75				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type		24	20			100	
	Straight time hours				3	2	100	
	Number of repairs - straight time				2	1	100	
	Overtime hours				3	2	100	
	Number of repairs - overtime				2	1	100	
TOTALS			24	20	10	6		

NOTES:

APPROPRIATION ACCOUNTING

The primary requirement of appropriation accounting is to maintain accurate and timely budget information. A daily report will be provided showing the available funds for each appropriation and work order. This report must be available to the departments at 9 a.m. each morning.

Another important aspect of the appropriation accounting is disbursement of City funds. Invoices will be matched against purchase orders in the appropriation file after which the warrants will be prepared.

Each month a report of expenditures by function will be prepared to inform the department as to the detail disbursement of their appropriation. This report will also aid the departments in preparing their budget for the subsequent year.

DAILY RUN

The daily appropriation run will provide the departments with information regarding the status of their appropriation. The following outputs will be prepared daily:

1. Report of unencumbered balances
2. Exceptions
3. Variances
4. Report of unmatched invoices
5. Cost activity tape
6. Inventory activity tape
7. Warrant authorization tape

The processing requirements for the daily run are:

1. Annual Budget

After approval of the City Council the budget appropriations will be put in the master appropriation file. At this time any exempt amounts will be set up within the functions. Exempt items are capital outlays or any items which would necessitate highly variable (seasonal) expenditures throughout the year. Exempt items will be set up separately by reducing the appropriation and increasing the available amount.

Encumbrances for open purchase orders will be obtained from the prior years master appropriation file. The encumbrances and the appropriation will be increased. If the expenditure is greater than the encumbrance in the succeeding year this will be printed out in the report of unmatched invoices. If the expenditure is less than the encumbrance the excess money reverts to the general fund and does not increase the department's appropriation.

Balances in the revolving funds will be transferred from the prior year's appropriation tape to the current year's tape.

2. Encumbrances and expenditures

a. Materials:

The central stores requisition consists of three separate documents; the repair order, emergency over-the-counter requisition, and a departmental requisition. In the case of the latter a purchase order will be written if the item is not in central stores. In all cases the line items on each requisition will be set up in the master budget file with the estimated total cost immediately following the function and objective code applicable.

If the items are in central stores they will be recorded on the inventory activity tape so that they can be priced in inventory. After pricing, the items are run against the master cost distribution file. After cost accounting the items are introduced to the daily appropriation run via the daily cost distribution summary tape. At this point the line item information is removed and the expenditure recorded.

When the requisition is set up the encumbrance on the master appropriation file is increased and the unencumbered balance decreased. When the expenditure occurs the expenditures are increased, the encumbrances decreased, the available balance decreased, and the unencumbered balance adjusted for the difference between the encumbrance and expenditure.

When an outside purchase is required a purchase order will be introduced to the daily run. Since the line information is pulled out from behind the requisition and placed behind the purchase order the purchase order number is the requisition number plus one digit. There are usually two purchase orders for each requisition requiring an outside purchase. The encumbrance is adjusted for any differences between the purchase order and the requisition. This difference will be printed out as a variance.

When an item is received by central stores a copy of the purchase order will be stamped received-in-full if such is the case. The data in the tape behind the purchase order will be designated as such. When the invoice is received it will be matched to the purchase order number and if the amounts agree the vendor number and amount will be written out on the warrant authorization tape for preparation of the warrant.

If a partial delivery was made against the purchase order the line items involved will be placed at the end of the record. At this time it is necessary to recompute the discount, sales tax, and extensions for the line items involved. By doing this the invoice can be readily matched against the received items.

If a purchase order change comes through, the appropriate line item information and the encumbrance will be adjusted.

b. **Blanket purchase orders and contracts:**

The blanket purchase orders and contracts will be handled in the master budget file the same as a normal purchase order; however, they will be set up as an exempt item in the master appropriation file. The amount will be earmarked in the appropriation and thus increase the available balance. When delivery is requested a delivery confirmation will be prepared so that the budget can be properly encumbered and receipts of merchandise can be properly controlled.

c. **Purchase request for services:**

This will be handled the same as a normal purchase order.

d. **Request for special expenditure:**

These documents are used to handle travel expenses and any special expenses. Since the encumbrance occurs at the same time as the authorization for expenditure the data is written out on the warrant authorization tape provided that the expenditure does not exceed the available balance.

3. Inter-appropriation transfers

The inter-appropriation transfers arise from the inter-departmental billing in cost accounting. The amount billed would be shown as a revenue under the appropriate function in the master budget file and master appropriation file. The amount would also be shown as a charge to the appropriate function for the department billed. The net effect would be to show the correct expenditures for each appropriation.

4. Payroll

Each pay period the total amount of the payroll will be shown as an expenditure on the master appropriation file. For those people who work on one function for the entire period the cost will be distributed to the appropriate function. Any difference between the amount of the payroll and the daily and semi-monthly functional distributions will be charged to a function entitled non-productive time.

5. Encumbrances exceeding available balance

Any time this occurs the encumbrance will be rejected and a notification of such fact sent to the department.

6. Revenues

Revenues will be divided into two classes: those increasing the appropriation and those that are an offset against expenditure incurred. This data will be noted on the daily revenue summary tape and treated accordingly in the master appropriation file.

DAILY DISBURSEMENTS RUN

The warrant authorization tape from the daily appropriation run would be used for the preparation of warrants. The vendor file is matched with the warrant authorization tape to provide the vendor's name and address.

1. Warrant register
2. Warrants issued tape
3. Warrants

DAILY RECONCILIATION RUN

The paid warrants will be matched with the issued file by warrant number and the amount taken from the issued file for reconciliation purposes.

The following reports would be prepared:

1. Paid warrants (by date)
2. Paid warrants (by warrant number)
3. Report to Auditor-Controller and Treasurer
4. Old outstanding warrants

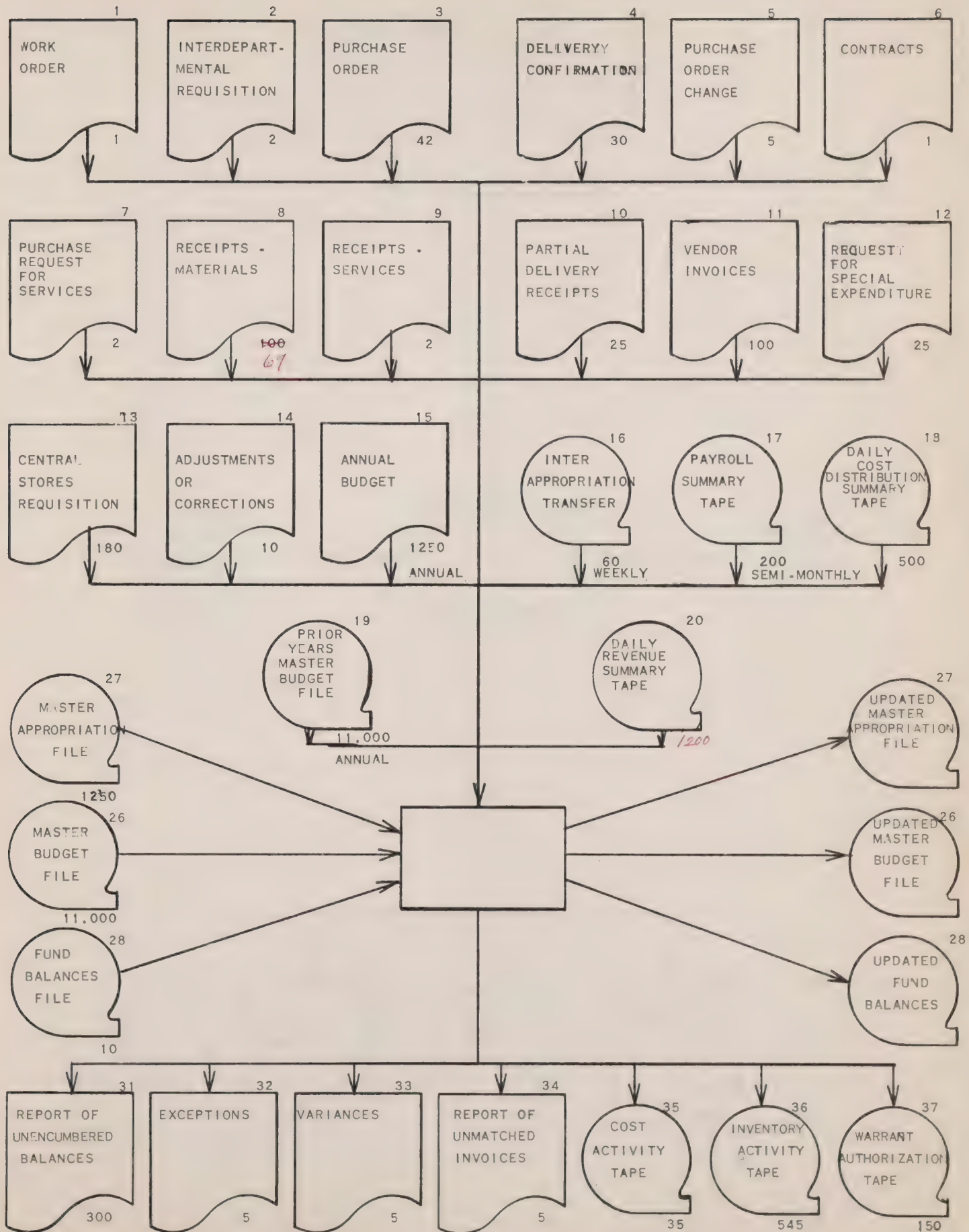
MONTHLY RUN

Each month a 1/12 allocation of the appropriation will be made to increase the available balance and the unencumbered balance.

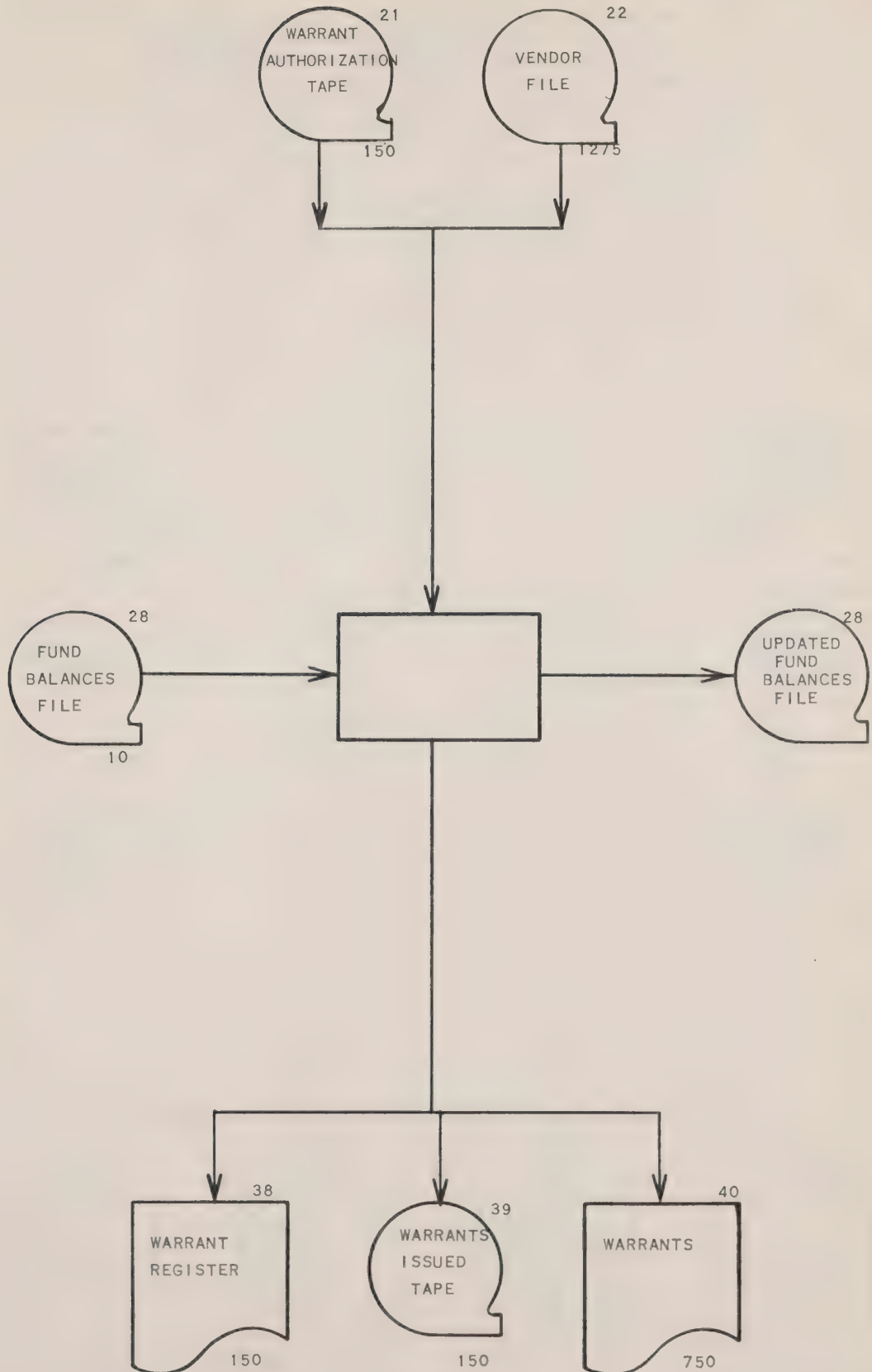
The following reports will be prepared monthly:

1. Report of open purchase orders
2. Report of expenditures by function

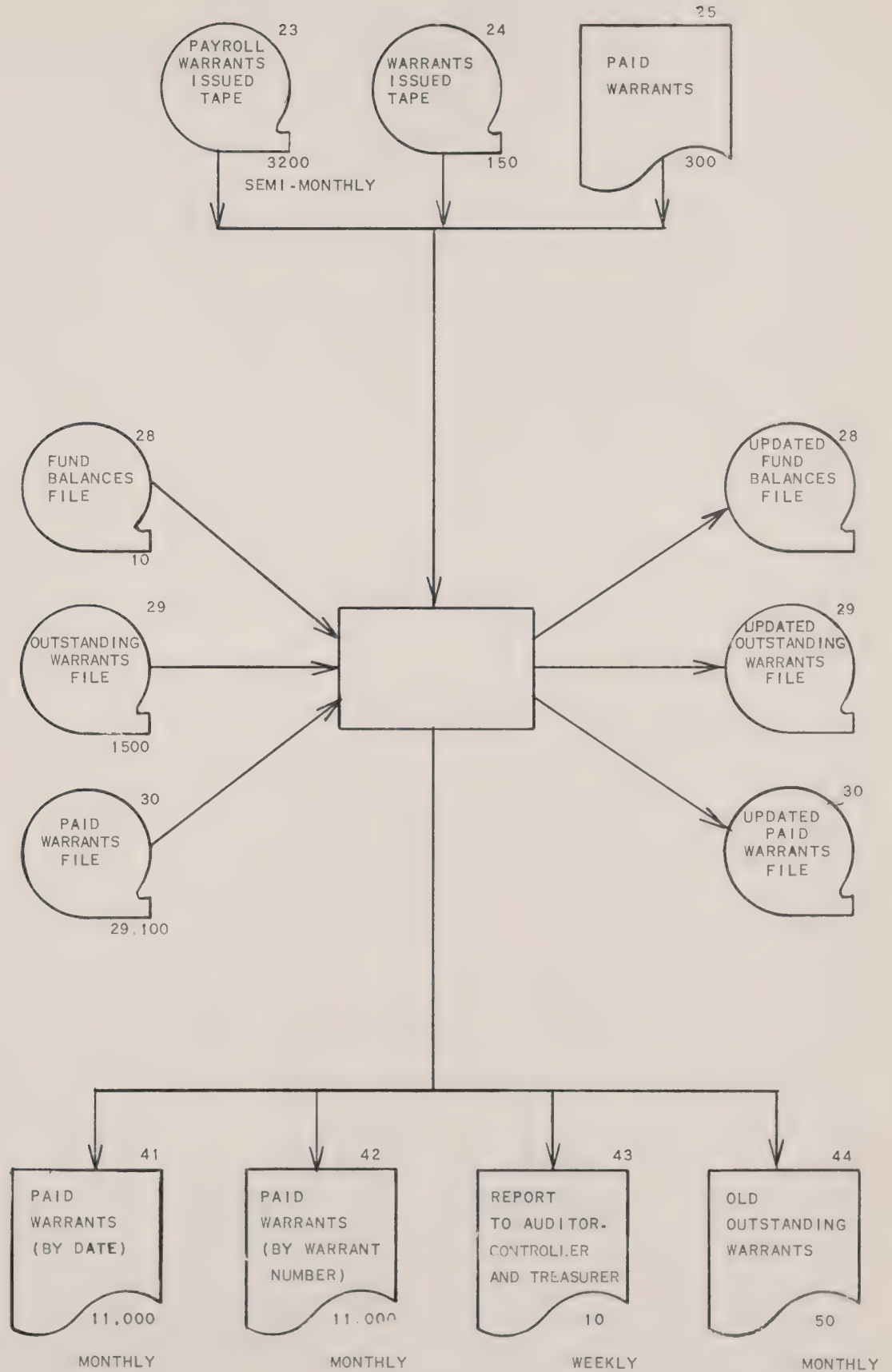
APPROPRIATION ACCOUNTING DAILY RUN



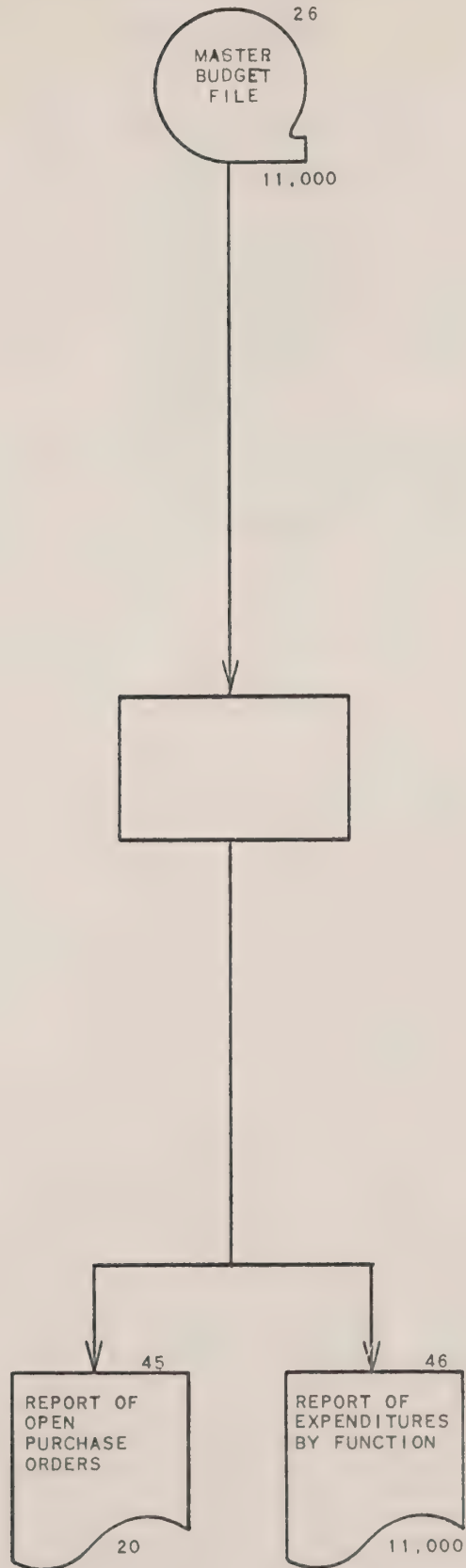
APPROPRIATION ACCOUNTING
DAILY DISBURSEMENT RUN



APPROPRIATION ACCOUNTING DAILY RECONCILIATION RUN



APPROPRIATION ACCOUNTING
MONTHLY RUN



APPROPRIATION ACCOUNTING

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
31	Preprinted	11
32	Stock	11
33	Same as 34	11
34	Preprinted	11
38	Preprinted	11
40	Preprinted	3½
41	Stock	11
42	Stock	11
43	Stock	11
44	Stock	11
45	Stock	11
46	Preprinted	11

NAME Work OrderPURPOSE To set up encumbrance for a specific job in the master appropriation file.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE				
	MAX. 1	AVG. 1		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.		AVG.			
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Document code				2	2	100	
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function (work order) number				6	6	100	
	Objective code				3	3	100	(1)
	Estimated cost				9	6	100	(1)
	Estimated revenue				9	6	100	
	Description		40	30			100	
	Location		40	30			100	
	Class		40	30			100	
	Date				6	6	100	
	Fund number - to be billed				3	3	100	
	Appropriation number - to be billed				5	2	100	
	Function number - to be billed				6	6	100	
	Objective code - to be billed				6	6	100	
TOTALS			120	90	63	51		

NOTES:

- (1) The estimated cost by major objective code would occur ^{A MAXIMUM OF 15} approximately 3 times per work order.

NAME Interdepartmental RequisitionsPURPOSE To set up encumbrance for a specific job requiring work of another department
in the master appropriation file.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE						
	MAX. <u>3</u>	AVG. <u>2</u>		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Document code				2	2	100			
	Fund number				3	3	100			
	Appropriation number				5	2	100			
	Function (interdepartmental requisition) number				6	6	100			
	Objective code				3	3	100	(1)		
	Estimated cost				9	6	100	(1)		
	Estimated revenue				9	6	100			
	Description		40	30			100			
	Location		40	30			100			
	Class		40	30			100			
	Date				6	6	100			
	Fund number - to be billed				3	3	100			
	Appropriation number - to be billed				5	2	100			
	Function number - to be billed				6	6	100			
	Objective code - to be billed				6	6	100			
TOTALS			120	90	63	51				

NOTES:

NAME Purchase OrderPURPOSE To set up purchase order detail in the master budget file for matching with vendor invoices.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE				
	MAX. 50	AVG. 42		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.		AVG.			
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Document code				2	2	100	
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	Requisition number				5	5	100	
	Purchase order number				1	1	100	
	Vendor number				4	4	100	
	Line number				2	1	100	(1)
	Item number				6	6	100	(1)
	Commodity Code				12	12	100	(1)
	Quantity				4	2	100	(1)
	Unit price				6	3	10	(1)
	Date				6	6	100	
	Sales tax				5	3	100	
	Discount rate				2	2	100	
	Total Amount				7	5	100	
TOTALS					76	63		

NOTES:

(1) There are an ^{MAXIMUM 25} average of 2 line items per purchase order.

NAME Delivery ConfirmationPURPOSE Confirming delivery order against a blanket purchase order or a contract.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>35</u>	AVG. <u>30</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function number			6	6	100	
	Requisition number			5	5	100	
	Purchase order or contract number			1	1	100	
	Date			6	6	100	
	Amount			7	5	100	
TOTALS				35	30		

NOTES:

NAME Purchase Order ChangePURPOSE To change any portion of an existing purchase order.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>10</u>	AVG. <u>5</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function or work order number			6	6	100	
	Requisition number			5	5	100	
	Purchase order number			1	1	100	
	Vendor number			4	4	100	
	Line number			2	1	100	
	Item number			6	6	100	
	Commodity code			12	12	100	
	Quantity			4	2	100	
	Unit price			6	3	100	
	Sales tax			5	3	100	
	Discount rate			6	6	100	
	Total amount			7	5	100	
	Date			6	6	100	
TOTALS				80	67		

NOTES:

NAME ContractPURPOSE To set up contracts for services in master appropriation file.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>1</u>	AVG. <u>1</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function number			6	6	100	
	Objective code			6	6	100	
	Requisition number			5	5	100	
	Contract number			1	1	100	
	Date			6	6	100	
	Total amount			9	5	100	
TOTALS				43	36		

NOTES:

NAME Purchase Request for ServicesPURPOSE To set up encumbrance in the master appropriation file for the purchase of services.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>2</u>	AVG. <u>2</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function number			6	6	100	
	Objective code			6	6	100	
	Requisition number			5	5	100	
	Date			6	6	100	
	Total amount			9	5	100	
	Vendor number			4	4	100	
TOTALS				46	39		

NOTES:

NAME Receipts - Material ItemsPURPOSE To record receipt of materials by Central Stores.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE					
	MAX. <u>70</u>	AVG. <u>67</u>		MAX.	AVG.				
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX.	AVG.	MAX.	AVG.					
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Document code			2	2	100			
	Fund number			3	3	100			
	Appropriation			5	2	100			
	Requisition number			5	5	100			
	Purchase Order number			1	1	100			
	Item number			6	6	100	(1)		
	Quantity			4	2	100	(1)		
	Line number			2	1	100	(1)		
	Received-in-full code			1	1	100	(1)		
	Stores location			1	1	100			
TOTALS				30	24				

NOTES:

- (1) If all items are received at one time the line information would not appear. If all items are not received at one time the received-in-full code would not appear. Approximately 15 orders would be received in full.

NAME Receipts - Services

PURPOSE To record receipt of services against a contract.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE					
	MAX. 2	AVG. 2		MAX.	AVG.				
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX.	AVG.	MAX.	AVG.					
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Document code			2	2	100			
	Fund number			3	3	100			
	Appropriation number			5	2	100			
	Requisition number			5	5	100			
	Contract number			1	1	100			
	Date			6	6	100			
	Total amount			9	5	100			
TOTALS				31	24				

NOTES:

NAME Partial Delivery ReceiptsPURPOSE To record partial receipt against a purchase order.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function or work order number			6	6	100	
	Requisition number			5	5	100	
	Purchase order number			1	1	100	
	Line number			2	1	100	
	Quantity			4	2	100	
	Date			6	6	100	
TOTALS				34	28		

NOTES:

NAME Vendor Invoices

PURPOSE Invoices from the vendor.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
	100	100								
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Document code				2	2	100			
	Fund number				3	3	100			
	Appropriation number				5	2	100			
	Function or work order number				6	6	100			
	Objective code				6	6	10			
	Requisition number				5	5	100			
	Purchase order number				1	1	100			
	Total amount				9	5	100			
	Date				6	6	100			
TOTALS					43	36				

NOTES:

NAME Request for Special ExpenditurePURPOSE Authorization for expenditure for special services

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE			
	MAX.	AVG.		MAX.	AVG.		
	30	25					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS				
	MAX.	AVG.	MAX.	AVG.			
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function			6	6	100	
	Objective code			6	6	100	
	Payee	24	20			100	
	Date			6	6	100	
	Amount			6	4	100	
TOTALS		24	20	34	29		

NOTES:

NAME Central Stores RequisitionsPURPOSE To encumber in master appropriation file for materials requisitioned from Central Stores. This includes requisitions made with repair order, over-the-counter orders, and normal departmental orders.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE				
	MAX. 200	AVG. 180		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Document code				2	2	100	
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	Requisition number				5	5	100	
	Item number				6	6	90	(1)
	Commodity code				12	12	10	(1)
	Quantity				4	2	100	(1)
	Amount				6	4	100	
	Date				6	6	100	
TOTALS					55	48		

NOTES:

- maximum 25*
 (1) An average of 4 items appears on each requisition.

NAME Adjustments or CorrectionsPURPOSE To correct or adjust information contained in the master appropriation file

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE		
	MAX. <u>20</u>	AVG. <u>10</u>		MAX.	AVG.	
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS			
	MAX.	AVG.	MAX.	AVG.		

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Information contained in master file						
	Date			6	6	100	
TOTALS				8	8		

NOTES:

NAME Annual BudgetPURPOSE To set up budget on the master appropriation tape.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Annual		FILE	NO. RECORDS PER FILE				
	MAX. 1400	AVG. 1250		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Document code				2	2	100	
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Objective code				3	3	100	
	Amount				9	6	100	
	Date				6	6	100	
TOTALS					28	22		

NOTES:

NAME Inter-appropriation TransfersPURPOSE To record inter-appropriation transfers resulting from interdepartmental billing on the master appropriation file.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS Weekly		FILE	NO. RECORDS PER FILE	
	MAX. 65	AVG. 60		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function number			6	6	100	
	Objective code			3	3	100	
	Amount			9	5	100	
TOTALS				26	19		

NOTES:

NAME Payroll Summary TapePURPOSE To record labor distribution for people working on one function during payroll period.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Semi-monthly</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>250</u>	AVG. <u>200</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function number			6	6	100	
	Objective code			6	6	100	
	Amount			8	6	100	
TOTALS				28	23		

NOTES:

NAME Daily Cost Distribution Summary TapePURPOSE To record the distribution of labor, equipment, equipment rentals, and materials by function and object.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE			
	MAX.	AVG.		MAX.	AVG.		
	550	500					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS				
	MAX.	AVG.	MAX.	AVG.			
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function or work order number			6	6	100	
	Objective code			6	6	100	
	Requisition number			5	5	5	(1)
	Item number			6	6	10	(1)
	Quantity of parts			2	1	10	(1)
	Amount			6	4	100	
TOTALS				39	33		

NOTES:

- (1) These items will occur an ^{MAXIMUM 25} average of 4 times in each record containing a requisition number.

NAME Master Budget FilePURPOSE To record encumbrances from prior year's budget.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
	13,000	11,000						
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Objective code				3	3	100	
	Encumbrance				9	6	100	
TOTALS					20	14		

NOTES:

NAME Cash Receipts by fund

PURPOSE To record cash receipts by fund.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX. 1260	AVG. 1200		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function number			6	6	100	
	Revenue classification			3	3	100	
	Amount			9	5	100	
	Cash receipt code			1	1	80	
TOTALS				21	20		

NOTES:

NAME Warrant Authorization TapePURPOSE Tape used to prepare warrants.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>150</u>	AVG. <u>150</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Vendor number			4	2	100	
	Date			6	5	100	
	Payee	24	20			100	
	Amount			8	5	100	
	Invoice number			5	4	100	
	Invoice date			6	5	100	
	Discount			5	4	100	
TOTALS		24	20	28	20		
				34	25		

NOTES:

NAME Payroll Warrants Issued Tape

PURPOSE Payroll warrants issued for semi-monthly payroll.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Semi-monthly		FILE	NO. RECORDS PER FILE						
	MAX. 5000 4000	AVG. 4200 3200		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Warrant number				5	5	100			
	Payee		24	20			100			
	Date				6	6	100			
	Amount				6	5	100			
TOTALS			24	20	17	16				

NOTES:

NAME Warrants Issued Tape

PURPOSE Tape containing list of non-payroll warrants.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE						
	MAX. 150	AVG. 151		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION				CHARACTERS PER ITEM		% USE	NOTE		
					ALPHABETIC					
					MAX.	AVG.	MAX.	AVG.		
	Warrants number						5	5	100	
	Payee				24	20			100	
	Date						6	6	100	
	Amount						8	5	100	
TOTALS					24	20	19	16		

NOTES:

NAME Budget File

PURPOSE This file contains the detail current budget information.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				13,000	11,000			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	(1)
	Appropriation number				5	2	100	
	Function or work order number				6	6	100	
	<u>Work orders</u>							
	Total Estimated cost				9	6	5	
	Estimated revenue				9	6	5	
	Description		40	30			5	
	Location		40	30			5	
	Class		40	30			5	
	Available amount				9	6	5	
	<u>Objective code</u>				6	6	100	(2)
	Amount to date				9	6	100	
	Amount this month				9	5	100	
	Estimated cost				9	6	100	
	Encumbrances				9	6	100	
	Requisition number				5	5	5	(3)
	Purchase order number				1	1	10	
	Line number				2	1	10	(3)
	Item number				6	6	10	(3)
	Commodity code				12	12	10	(3)
	Units on order				4	2	10	(3)
	Purchase order date				6	6	10	(3)
	Sales tax				5	3	10	(3)
	Discount rate				2	2	10	(3)
	Vendor number				4	4	10	(3)
	Prior Year code				1	1	1	
TOTALS			120	90	131	101		

NOTES:

- (1) The work orders would also contain the information under objective code.
- (2) There are an average of 10 and a maximum of 25 objective classifications per function or work order.
- (3) There are approximately 1000 purchase orders outstanding at any one time. In addition there is an average of two and a maximum of 25 purchase orders per requisition with an average of two and a maximum of 25 line items per purchase order.
There is a maximum of five requisitions per function.

NAME Master Appropriation File

PURPOSE This file contains the condition of each appropriation in the budget.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				1400	1250			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Objective code				3	3	100	(1)
	Appropriation				9	6	100	(1)
	1/12 Allotment				8	6	100	(1)
	Exempt amount				9	6	100	(1)
	Expenditures to date				9	6	100	(1)
	Expenditures this month				9	6	100	(1)
	Available balance				9	6	100	(1)
	Encumbrances				9	6	100	(1)
	Unencumbered balance				9	6	100	(1)
	Revenues increasing appropriation				9	6	100	
	Revenues - reimbursement				9	6	100	
TOTALS					100	68		

NOTES:

(1) This data would occur an average of ¹⁵10 times per appropriation.

NAME Fund Balances FilePURPOSE Record of fund balances.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE			
	MAX.	AVG.		MAX.	AVG.		
				10	10		
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS				
	MAX.	AVG.	MAX.	AVG.			
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund number			3	3	100	
	Available balance			11	9	100	
	Demands written			11	9	100	
	Demands paid			11	9	100	
	Treasurer's balance			11	8	100	
	Auditor-Controller's balance			11	8	100	
TOTALS				58	46		

NOTES:

NAME Fund Balances FilePURPOSE Record of fund balances.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				10	10			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Available balance				11	9	100	
	Demands written				11	9	100	
	Demands paid				11	9	100	
	Treasurer's balance				11	8	100	
	Auditor-Controller's balance				11	8	100	
TOTALS					58	46		

NOTES:

NAME Outstanding Warrants File

PURPOSE Record of all outstanding warrants.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				4150	1500			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Warrant number				5	5	100	
	Payee		24	20			100	
	Date				6	6	100	
	Amount				9	5	100	
TOTALS			24	20	20	16		

NOTES:

NAME Paid Warrants File

PURPOSE Record of paid warrants for three months.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
				33900	29100

OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS	
	MAX.	AVG.	MAX.	AVG.

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Warrant number			5	5	100	
	Date issued			6	6	100	
	Date paid			6	6	100	
	Payee	24	20			100	
	Amount			9	5	100	
TOTALS		24	20	26	22		

NOTES:

NAME Report of Unencumbered BalancesPURPOSE Daily report of available and unencumbered balances.SPECIAL TIME REQUIREMENTS Jan Daily

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>35</u>	AVG. <u>30</u>	MAX. <u>350</u>	AVG. <u>300</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Fund number			3	3	100			
	Appropriation number			5	2	100			
	Objective code			3	3	100			
	Objective code description	24	20			100			
	Beginning balance			8	6	100			
	Exempt			8	6	100			
	Expenditures			8	6	100			
	Available			8	6	100			
	Encumbrances			8	6	100			
	Unencumbered balances			8	6	100			
TOTALS		24	20	59	44				

NOTES:

NAME ExceptionsPURPOSE To advise departments that they are attempting to encumber more money than is available.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>1</u>	AVG. <u>1</u>	MAX. <u>5</u>	AVG. <u>5</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Fund number			3	3	100			
	Appropriation number			5	2	100			
	Objective code			3	3	100			
	Amount of encumbrance			6	4	100			
	Amount available			6	4	100			
	Difference			6	3	100			
TOTALS				29	19				

NOTES:

NAME Variances

PURPOSE To advise the purchasing department of the difference between purchase order and requisitions.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 5	AVG. 5				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function number				6	6	100	
	Objective code				6	6	100	
	Requisition number				5	5	100	
	Purchase order number				1	1	100	
TOTALS					26	23		

NOTES:

NAME Report of Unmatched InvoicesPURPOSE To provide list of unmatched invoices and purchase orders for examination and departmental follow-up.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 5	AVG. 5				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function				6	6	100	
	Objective code				6	6	100	
	Requisition number				4	4	100	
	Purchase order number				6	4	100	
	Vendor number				4	4	100	
	Line number				2	1	100	(1)
	Item number				6	6	100	(1)
	Commodity code				12	12	100	(1)
	Quantity				4	2	100	(1)
	Unit price				6	3	100	(1)
	Date				6	6	100	
	Sales tax				5	3	100	
	Discount rate				2	2	100	
	Total amount				8	6	100	
	Invoice amount				8	6	100	
TOTALS					93	76		

NOTES:

(1) There are an average of ²⁵ 2 line items per purchase order.

NAME Cost Activity TapePURPOSE To provide the cost accounting runs with special expenditures and expenditures for outside purchases.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>- 0 -</u>	AVG. <u>- 0 -</u>	MAX. <u>45</u>	AVG. <u>35</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Fund number			3	3	100			
	Appropriation number			5	2	100			
	Function or work order number			6	6	100			
	Objective code			6	6	100			
	Commodity code			12	12	95			
	Amount			9	6	100			
	Revenue estimate			9	6	5			
TOTALS				50	41				

NOTES:

NAME Inventory Activity TapePURPOSE To record order, shipment, and receipt of materials in master inventory file.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>- 0 -</u>	AVG. <u>- 0 -</u>	MAX. <u>550</u>	AVG. <u>545</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Item number			6	6	100	
	Commodity code			12	12	100	
	<u>Ordered</u>						
	Purchase order number			6	6	3	
	Quantity ordered			4	2	3	
	<u>Received</u>						
	Quantity received			4	2	20	
	Unit price			4	3	100	
	<u>Shipped</u>						
	Fund number			3	3	25	
	Appropriation number			4 5	2	25	
	Function number			6	6	25	
	Quantity to ship			4	2	25	
	Requisition number			5	5	25	
TOTALS				58 59	49		

NOTES:

NAME Warrant Authorization Tape

PURPOSE To prepare Warrants.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. - 0 -	AVG. - 0 -	MAX. 150	AVG. 150	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Vendor number			4	4	100			
	Payee	24	20			100			
	Amount			8	6	100			
	Discount			5	4	100			
	Net Amount			6	6	100			
	Invoice Number			6	6	100			
	Invoice date			6	6	100			
TOTALS		24	20	35	32				

NOTES:

NAME Warrant Register

PURPOSE Official register of warrants issued.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE					
	MAX.	AVG.		MAX.	AVG.				
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX.	5	AVG.	5	MAX.	150	AVG.	150	
FIELD NO.	ITEM DESCRIPTION			CHARACTERS PER ITEM				% USE	NOTE
				ALPHABETIC		NUMERIC			
				MAX.	AVG.	MAX.	AVG.		
	Fund number					3	3	100	
	Name			24	20			100	
	Warrant number					5	5	100	
	Date					6	6	100	
	Amount					8	5	100	
TOTALS				24	20	22	19		

NOTES:

NAME Warrant Issued TapePURPOSE Record of warrants issued in payment of vendor invoices.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>- 0 -</u>	AVG. <u>- 0 -</u>	MAX. <u>150</u>	AVG. <u>150</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Warrant number			5	5	100	
	Payee	24	20			100	
	Date			6	6	100	
	Amount			8	5	100	
TOTALS		24	20	19	16		

NOTES:

NAME WarrantsPURPOSE For payment of vendors.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	150	AVG.	150	MAX.	750	AVG.	750
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Payee		24	20			100	
	Vendor number				4	2	100	(1)
	Warrant number				5	5	100	(1)
	Date				6	6	100	(1)
	Amount before discount				8	5	100	
	Address		24	20	5	4	100	
	Invoice number				5	4	100	(1)
	Invoice date				6	5	100	
	Amount after discount				8	5	100	(1)
	Discount				5	4	100	
TOTALS			48	40	52	40		

NOTES:

(1) These items would appear twice.

NAME Paid WarrantsPURPOSE To record payment of warrants.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 250	AVG. 250	MAX. 11,000	AVG. 11,000				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Payee		24	20			100	
	Vendor number				4	2	100	
	Warrant number				5	5	100	
	Date				6	6	100	
	Amount				9	7	100	
	Paid date				6	5	100	
TOTALS			24	20	30	25		

NOTES:

Sequence by date, by warrant.

NAME Paid Warrants

PURPOSE Record of paid warrants by warrant number.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 250	AVG. 250	MAX. 11,000	AVG. 11,000				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Warrant number		24	20	5	5	100	
	Payee						100	
	Vendor number				4	4	100	
	Date				6	6	100	
	Amount				9	5	100	
	Paid date				6	6	100	
TOTALS			24	20	30	26		

NOTES:

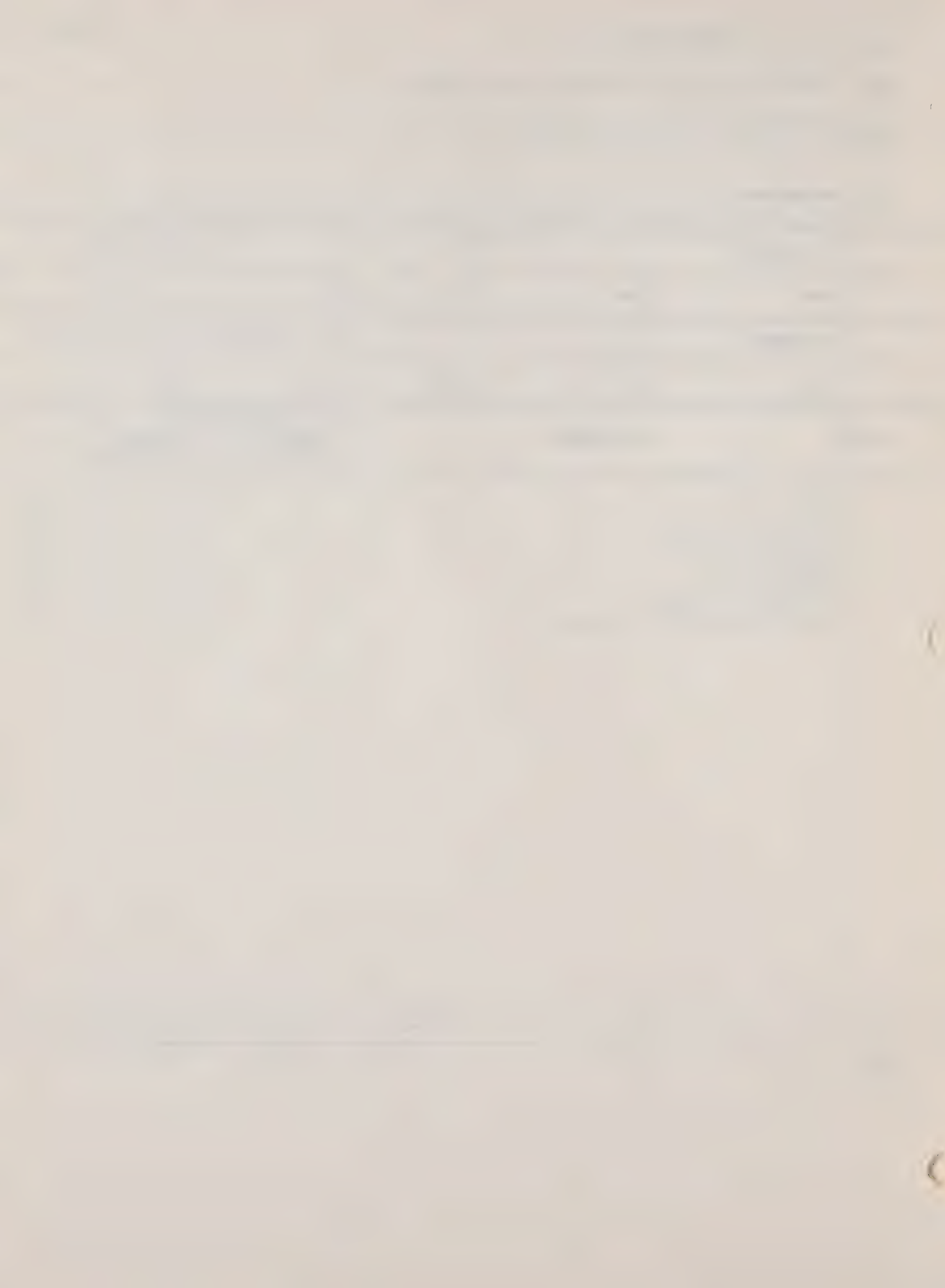
- (1) The paid warrants file would be purged to list in numerical sequence all warrants cleared two months prior to the current month.

NAME Report to Auditor-Controller and TreasurerPURPOSE Statement of condition of funds.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Weekly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 10	AVG. 10				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Date				6	6	100	
	Available balance				11	9	100	
	Demands written				11	9	100	
	Demands paid				11	9	100	
	Treasurer's balance				11	8	100	
	Auditor-Controller's Balance				11	8	100	
TOTALS					64	52		

NOTES:



NAME Old Outstanding Warrants

PURPOSE To provide Treasurer with list of old outstanding warrants for follow-up.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE					
	MAX.	AVG.		MAX.	AVG.				
OUTPUT	NO. DOCUMENTS Monthly ..		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX.	1	AVG.	1	MAX.	50	AVG.	50	
FIELD NO.	ITEM DESCRIPTION			CHARACTERS PER ITEM				% USE	NOTE
				ALPHABETIC		NUMERIC			
				MAX.	AVG.	MAX.	AVG.		
	Payee			24	20			100	
	Vendor number					4	2	100	
	Warrant number					5	5	100	
	Date					6	6	100	
	Amount					9	7	100	
TOTALS				24	20	24	20		

NOTES:

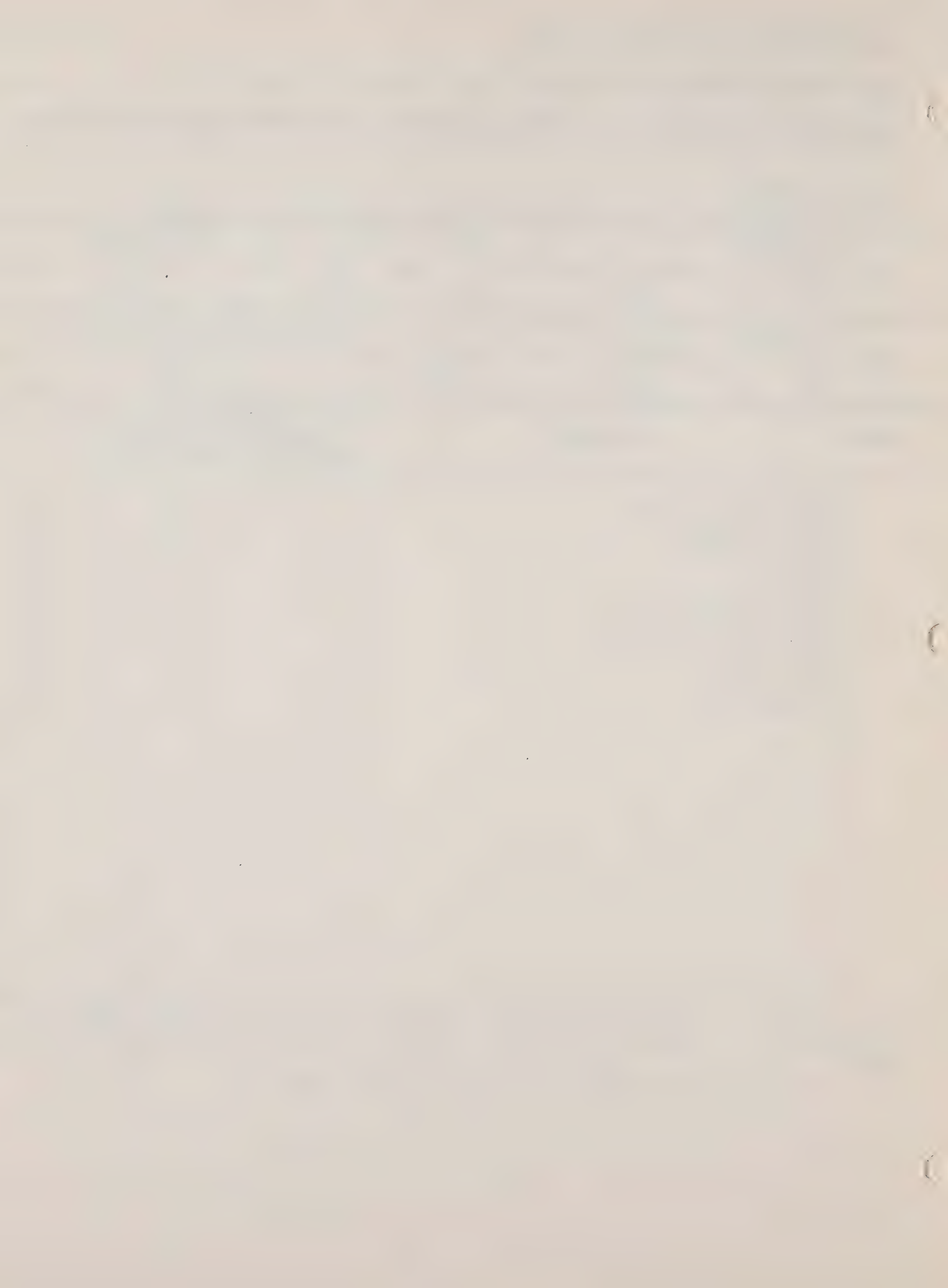
NAME Report of Open Purchase OrdersPURPOSE To inform Purchasing Department of purchase orders open for more than 30 days.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
	1	1	20	20				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number::				3	3	100	
	Appropriation number				5	2	100	
	Function number				6	6	100	
	Objective code				6	6	100	
	Amount				6	4	100	
	Requisition number				5	5	100	
	Purchase Order number				1	1	100	
	Date of purchase order				6	6	100	
	Line number				2	1	100	(1)
	Item number				6	6	100	(1)
	Commodity code				12	12	100	(1)
TOTALS					58	52		

NOTES:

(1) An average of ²⁵~~two~~ line items per purchase order.



NAME Report of Open Purchase Orders

PURPOSE To inform Purchasing Department of purchase orders open for more than 30 days.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
	1	1	20	20				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number:				3	3	100	
	Appropriation number				5	2	100	
	Function number				6	6	100	
	Objective code				6	6	100	
	Amount				6	4	100	
	Requisition number				5	5	100	
	Purchase Order number				1	1	100	
	Date of purchase order				6	6	100	
	Line number				2	1	100	(1)
	Item number				6	6	100	(1)
	Commodity code				12	12	100	(1)
TOTALS					58	52		

NOTES:

(1) An average of two line items per purchase order.

NAME Report of Expenditures by Function

PURPOSE To inform departments of expenditures by function.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 350	AVG. 250	MAX. 13,000	AVG. 11,000				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function number				6	6	100	
	Function description		24	20			100	
	Objective code				6	6	100	(1)
	Objective description		24	20			100	(1)
	Amount to date				9	6	100	(1)
	Amount this month				9	5	100	(1)
	Encumbrances				9	5	100	(1)
	Total amount				9	5	100	(1)
TOTALS			48	40	50	38		

NOTES:

(1) This data would appear ²⁵~~10~~ times per function.

REVENUE ACCOUNTING

The primary objective of revenue accounting is the control of and accounting for revenues and cash receipts. The operating reports will provide comparative data concerning the revenues and receipts by function and revenue classification. The statistical reports will include an aging of accounts receivable and a report of cash receipts.

DAILY RUN

The daily run is designed to capture data concerning cash receipts so that this information can flow through the appropriation runs to the Treasurer in a report of fund balances. The following outputs will be prepared on a daily basis:

1. Report of cash receipts
2. Daily revenue summary tape
- ~~3. Cancellation notice~~

The processing requirements are as follows:

1. Daily cash receipts

Daily cash receipts would be recorded on a universal document by fund, appropriation, function, and revenue class. This document would also include volume data for those areas where statistical data is required. An example of statistical volumes would be the type and number of swimming pool tickets sold.

When cash is received at the time of issuance of a permit or license this would be captured on a paper tape at the point of origination. The paper tape would be processed in the permits and licenses daily run and then transferred to the revenue run.

The cash receipts will be used to increase the cash receipts for the month-to-date and year-to-date in the master revenue file. Some receipts would reduce the accounts receivable.

The daily revenues and cash receipts would be transferred to the appropriation run by means of the daily revenue summary tape.

2. Accounts Receivable

All of the accounts receivable for the City will be maintained in the accounts receivable file. When cash is received the individual account will be reduced in the file.

Accounts receivable arising from the issuance of permits and licenses will be set up during the daily remittance run in the permits and licenses section. The master files have been shown in both sections to indicate the logic involved and not the required method of processing.

WEEKLY RUN

The weekly run is designed to produce the revenue report which will give the departments information regarding the revenues collected to date compared with the previous year. The data for this report is in the master revenue file.

MONTHLY RUN

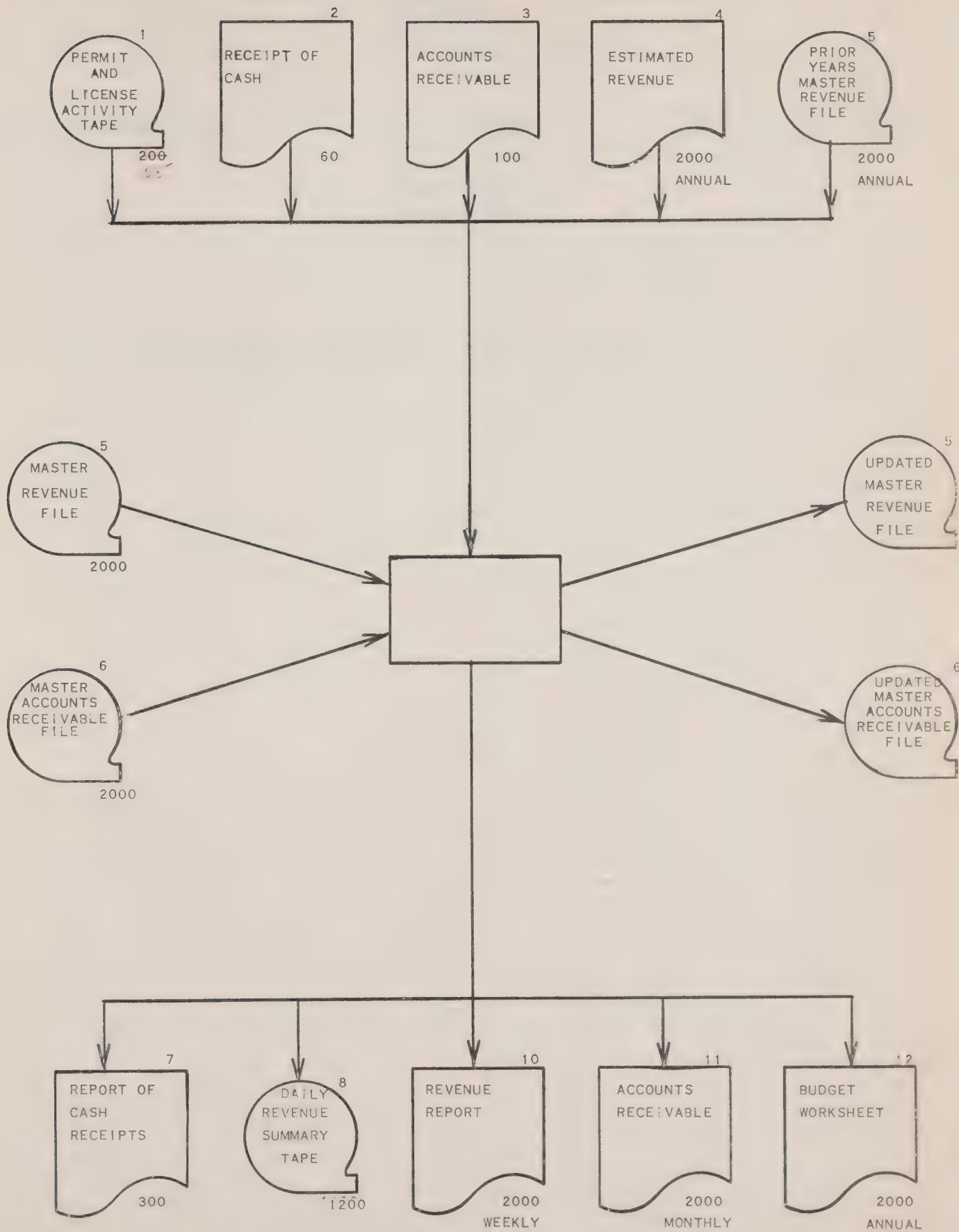
A detail listing of accounts receivable will be prepared from the accounts receivable file. The receivables will be aged so as to reflect accounts that are less than 30 days, 30 - 60 days, 60 - 90 days, and over 90 days.

ANNUAL RUN

The budget worksheets will be prepared from the current and prior year's master revenue file. This report will aid the budget department in estimating revenues for the succeeding year.

After review by the budget staff they will prepare the estimated revenues for the succeeding year which will be included in the subsequent year's master revenue file.

REVENUES DAILY RUN



REVENUES

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
7	Same as 10	11
10	Preprinted	11
11	Preprinted	11
12	Preprinted	11

Note: Specification Sheet Number 9 has been deleted.

NAME Permit & License License Activity Tape

PURPOSE To record cash receipts from permits & licenses section.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE						
	MAX. 60	AVG. 55		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Fund Number				3	3	100			
	Appropriation number				5	2	100			
	Function				6	6	100			
	Revenue classification				3	3	100			
	Amount				9	5	100			
TOTALS					26	19				

NOTES:

NAME Cash ReceiptsPURPOSE To record the receipt of cash.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>25</u> <u>1205</u>	AVG. <u>60</u> <u>1140</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function number			6	6	100	
	Revenue classification			3	3	100	
	Accounts receivable or contractor number			6	6	100	
	Volume			6	4	100	
	Amount			9	5	100	
TOTALS				40	31		

NOTES:

NAME Accounts ReceivablePURPOSE To record new accounts receivable

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE						
	MAX. <u>100</u>	AVG. <u>100</u>		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Document code				2	2	100			
	Fund number				3	3	100			
	Appropriation number				5	2	100			
	Function number				6	6	100			
	Revenue classification				3	3	100			
	Volume				6	4	100			
	Accounts receivable number				6	6	100			
	Name		24	20			100			
	Amount				9	5	100			
TOTALS			24	20	40	31				

NOTES:

NAME Estimated Revenues

PURPOSE To record the estimated revenues for the succeeding year.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Annual		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
	2500	2000			

OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS	
	MAX.	AVG.	MAX.	AVG.

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Document code			2	2	100			
	Fund number			3	3	100			
	Appropriation number			5	2	100			
	Function number			6	6	100			
	Revenue classification			3	3	100			
	Volume			6	5	100			
	Amount			9	5	100			
TOTALS				34	26				

NOTES:

NAME Master Revenue File

PURPOSE Record of all cash receipts and revenues by fund.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				2500	2000			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function number				6	6	100	
	Revenue classification				3	3	100	
	Amount - Month to date				9	6	100	
	Amount - year to date				9	8	100	
	Volume - month to date				6	4	100	
	Volume - year to date				6	5	100	
	Cash receipts - month to date				9	6	100	
	Cash receipts - year to date				9	8	100	
	Amount - month to date prior year				9	6	100	
	Amount - year to date prior year				9	8	100	
	Volume - month to date prior year				6	4	100	
	Volume - year to date prior year				6	5	100	
	Cash receipts - month to date prior year				9	6	100	
	Cash receipts - year to date prior year				9	8	100	
TOTALS					113	88		

NOTES:

NAME Accounts Receivable File

PURPOSE Record of all accounts receivable

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX. 2200	AVG. 2000
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function number			6	6	100	
	Revenue classification			3	3	100	
	Name	24	20			100	
	Accounts receivable or contractor number			6	6	100	
	Less than 30 days			9	5	100	
	30 to 60 days			9	5	25	
	60 to 90 days			9	5	10	
	Over 90 days			9	5	5	
	Balance			9	5	100	
	Revenue code			1	1	100	
	License or permit number			6	6	100	
	Expiration date			6	6	100	
TOTALS		24	20	81	58		

NOTES:

NAME Report of Cash Receipts

PURPOSE Report to the departments of cash collections by function.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 15	AVG. 15	MAX. 300	AVG. 300	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Fund number			3	3	100			
	Appropriation number			5	2	100			
	Function number			6	6	100			
	Revenue classification			3	3	100			
	Cash Receipts - daily			9	5	100			
	Cash receipts - month-to-date			9	6	100			
	Cash Receipts - year-to-date			9	8	100			
	Volume - daily			6	4	100			
	Volume - month to date			6	4	100			
	Volume - year to date			6	5	100			
TOTALS				62	46				

NOTES:

NAME Daily Revenue Summary Tape

PURPOSE To transmit the daily revenues to appropriation accounting.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS Monthly					
	MAX. - 0 -	AVG. - 0 -	MAX. 1260	AVG. 1200				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function number				6	6	100	
	Revenue classification				3	3	100	
	Amount				9	5	100	
	Cash receipt code				1	1	80	
TOTALS					27	20		

NOTES:

NAME Revenue Report

PURPOSE Report of revenues

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Weekly		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 80	AVG. 65	MAX. 2500	AVG. 2000	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund number			3	3	100	
	Appropriation number			35	2	100	
	Function number			6	6	100	
	Revenue classification			3	3	100	
	Estimated amount			9	8	100	
	Amount - month to date			9	6	100	
	Amount - month to date - prior year			9	6	100	
	Amount - year to date			9	8	100	
	Amount - year to date - prior year			9	8	100	
	Volume - month to date			6	4	100	
	Volume - month to date - prior year			6	4	100	
	Volume - year to date			6	5	100	
	Volume - year to date - prior year			6	5	100	
	Estimated volume			6	5	100	
TOTALS				90 92	73		

NOTES:

NAME Accounts Receivable

PURPOSE Aging report of accounts receivable.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 50	AVG. 40	MAX. 2500	AVG. 2000				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function number				6	6	100	
	Revenue classification				3	3	100	
	Less than 30 days				9	5	100	
	30 to 60 days				9	5	100	
	60 to 90 days				9	5	100	
	Over 90 days				9	5	100	
	Balance				9	6	100	
	Accounts receivable or contractor number				6	6	100	
	Name		24	20			100	
TOTALS			24	20	68	46		

NOTES:

NAME Budget Worksheet (Revenues)

PURPOSE To aid in the preparation of the succeeding year's budget.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Annual		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 80	AVG. 65	MAX. 2500	AVG. 2000	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Fund number			3	3	100			
	Appropriation number			5	2	100			
	Function number			6	6	100			
	Revenue classification			3	3	100			
	Anticipated revenue			9	8	100			
	Amount - year-to-date			9	8	100			
	Volume - year-to-date			6	5	100			
	Amount - year-to-date - prior year			9	8	100			
	Volume - year-to-date - prior year			6	5	100			
TOTALS				56	48				

NOTES:

PERMITS AND LICENSES

The permit and license application is based on the centralized issuance of permits and licenses. The applications will be prepared on a typewriter inter-coupled with a paper tape punch.

The information in the specification sheets is the data that will be captured on punched paper tape. If a conversion from punched paper tape to punched cards is necessary please show this operation in the flow charts submitted with the proposal.

The permits and licenses covered in this application account for approximately 90% of the total issued. The licenses are business type licenses issued for a continuing action. The permits are construction type permits issued for a specific project.

DAILY LICENSE RUN

The primary requirement of the daily license run is the processing of license applications and the issuance of municipal business licenses.

A record of all valid business licenses will be maintained with historical data concerning the fee basis. This information will be used by inspectors to determine that the proper basis is being reported by renewal applicants.

The following output documents will be prepared daily:

1. Permit application tape
2. Business license
3. Plumber license
4. Audit data
5. Rejection notice
6. Exception notice
7. Failure on plumber examination
8. License approval card

The processing requirements for the daily run are:

1. Business license applications

Each application will be set up in the master file and a license approval card will be punched. This card will be sent to the investigating department where approval or rejection will be recorded.

After approval is recorded the business license will be printed and sent to the applicant. If a rejection is recorded a rejection notice will be printed and sent to the applicant and Bureau of Permits and Licenses.

The fees will be billed in the daily remittance run based on the information supplied by the applicant. The fee table will contain approximately 500 characters.

2. Business License renewals

One month prior to the expiration date a renewal notice will be sent to the licensee. Upon remittance of the appropriate fee a new license will be printed and issued.

3. Permit applications

Each application will be checked against the master license file to determine if the contractor has a valid business license. If the contractor does not have a valid license an exception notice will be printed out and sent to the applicant and the Bureau of Permits and Licenses.

4. Plumber licenses

The application will be set up in the master file and a license will be issued upon the successful completion of the plumber examination. In the case of failure, a notice will be printed and sent to the applicant and bureau.

5. Cancellation of a license

If the licensee fails to remit the fee his license will automatically be cancelled. This information will be picked up in the daily remittance run. If the licensee fails to satisfy the bureau as to the fee basis they will issue an order to cancel the business license. If a business license is cancelled all of the valid permits will also be cancelled.

DAILY PERMIT RUN

The main objective of the daily permit run is the processing of construction type permits. The following reports will be prepared daily:

1. Bond or deposit deficiency notice
2. Stop order
3. Contractor reference card
4. Permit billing card

The processing requirements are as follows:

1. Permit applications

The permit applications will be transferred from the daily license run via the permit application tape. This tape will be sorted by contractor number and then used to update the master contractor file.

Each bond, deposit, and permit will be recorded behind the contractor number. A permit billing card will be punched and sent to the investigating department.

The investigating department will record any fees incurred for inspection as well as the approval or rejection. The permit billing cards will then be used for accumulating the fees in the contractor file.

2. Bond or deposit deficiencies

Some bonds and deposits cover several permits while others cover only one permit. If the bond or deposit is not sufficient then a notice and stop order will be printed out.

The notice will be used to advise the applicant of the deficiency and the stop order will be used to notify the investigating department to stop action on the permit. After remittance by the applicant the department will begin processing the permit again.

3. Contractor reference card

This card will be punched for each new contractor and will be placed in the bureau of permits and licenses. The personnel typing the applications will refer to these cards in order to determine if the contractor has a valid business license.

DAILY REMITTANCE RUN

The major objective of this run is to produce the license and fee remittance notices and account for the fees subsequently remitted. The accounts receivable for permit and license fees will be maintained in this run. The following outputs will be prepared:

1. License fee notice
2. License fee renewal notice
3. Permit fee notice
4. First delinquency notice - Licenses
5. Second delinquency notice - Licenses
6. First delinquency notice - Permits
7. Second delinquency notice - Permits
8. Underpayment notice --Licenses.
9. Underpayment notice - Permits
10. Delinquency report
11. License cancellation notice
12. Permit cancellation notice
13. Permit and license activity tape

The processing requirements for the daily remittance run are:

1. Billing of fees

The license and permit fees will be billed with the notice being sent to the license or permit holder. If the remittance becomes delinquent a first and second delinquency notice will be mailed.

In the case of permits the penalty will be added to the bill. The penalty for licenses must be added by the licensee when computing his fee.

If fees are not remitted, after two delinquency notices, the license and all applicable permits will be cancelled and a notice sent to the holder. A card will be punched and introduced to the master file during the daily license and/or permit run.

2. Cash remittances

The remittances will be used to reduce the accounts receivable. Each remittance will be checked to insure that the payment was correct.

All billings and remittance statistics will be maintained in the permit and license statistics file.

The cash receipts will be summarized on the permit and license activity tape and then transferred to revenue accounting. The fund, appropriation, and function is the same for all permits and licenses. The revenue classification will correspond to the permit or license type.

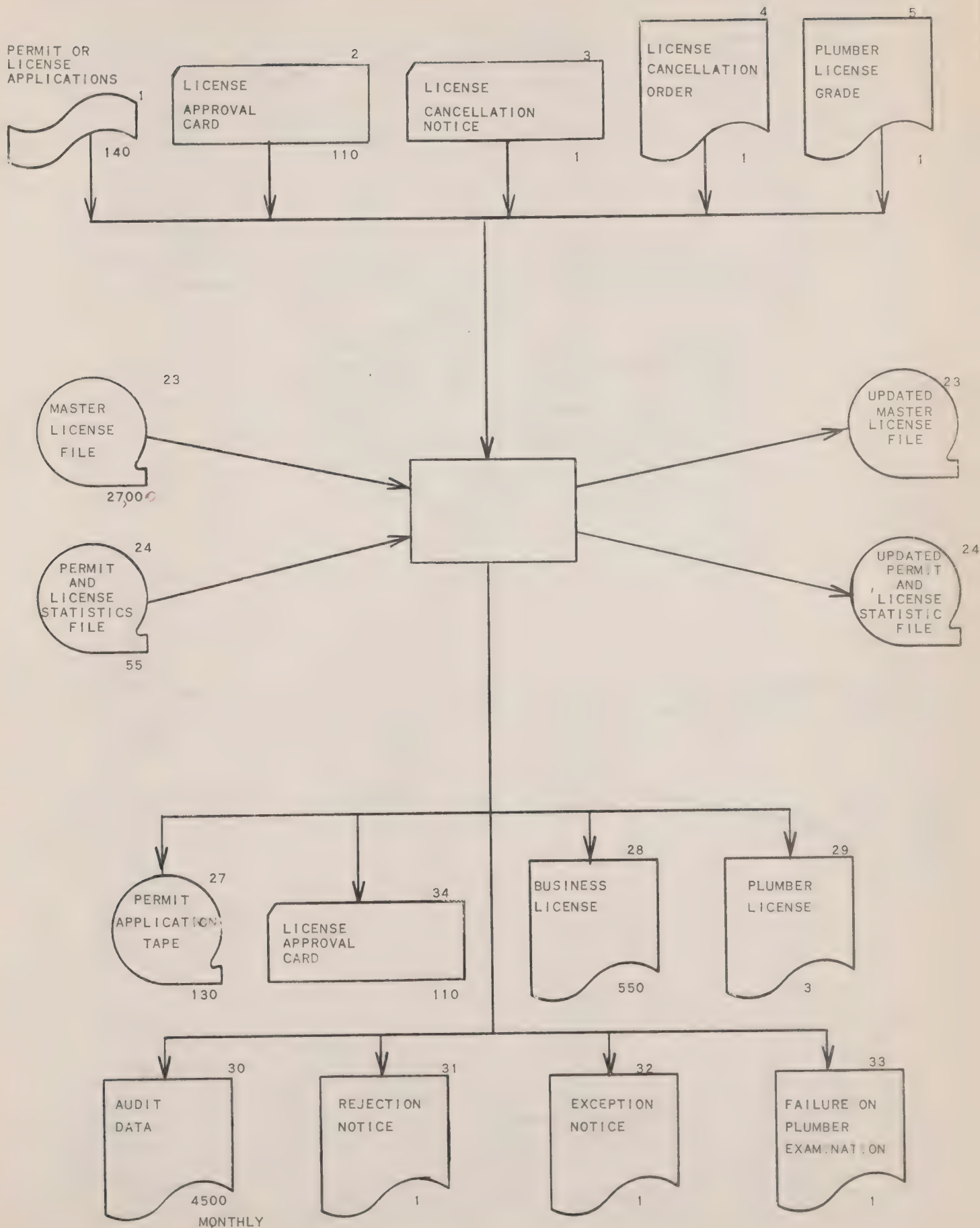
MONTHLY STATISTICAL RUN

The number issued and fee statistics will be reported for each type of permit or license. The statistical information will be obtained in the three daily runs and maintained in the permit and license statistics file.

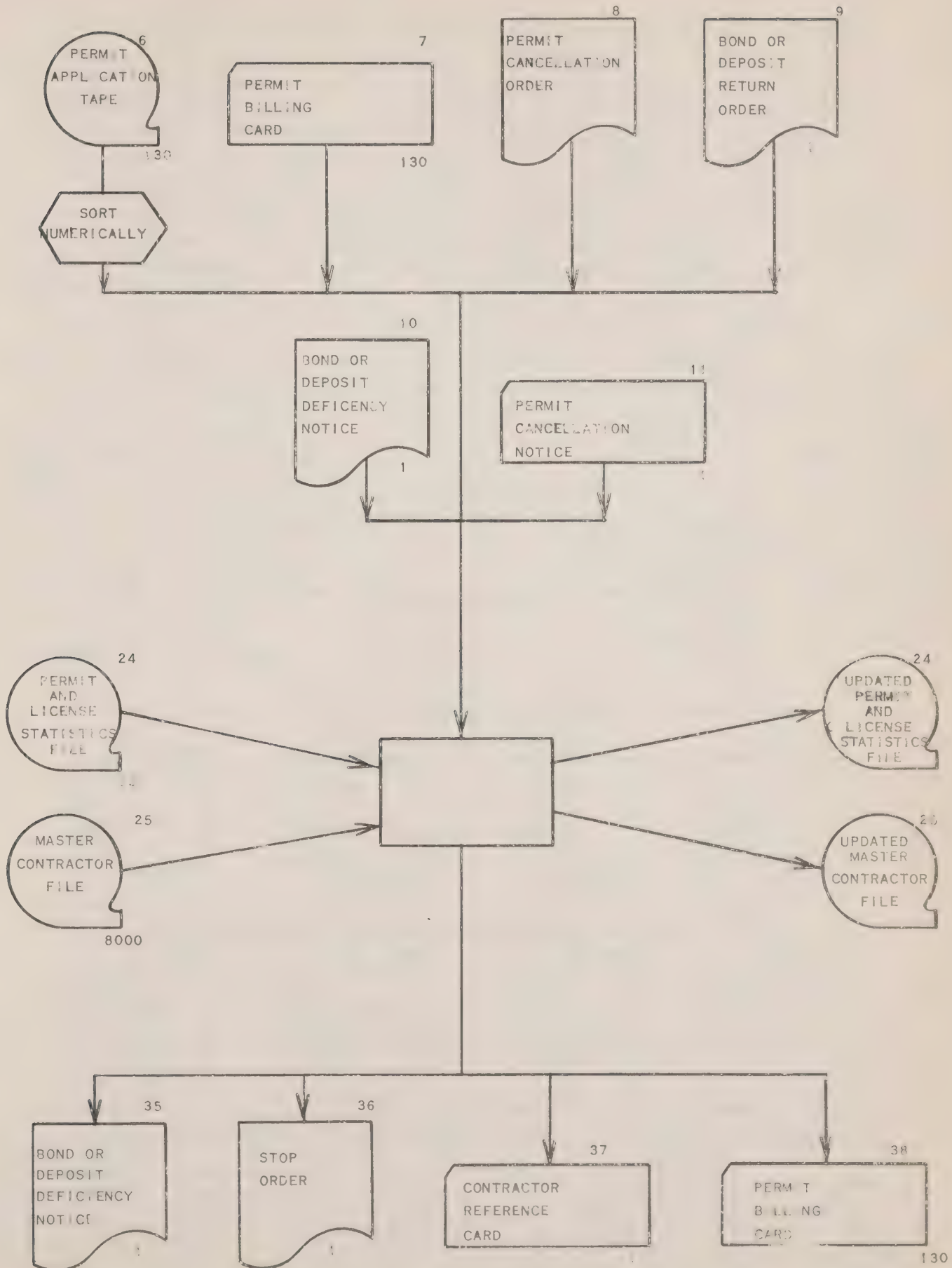
The following monthly reports will be prepared:

1. License statistics report
2. Permit statistics report

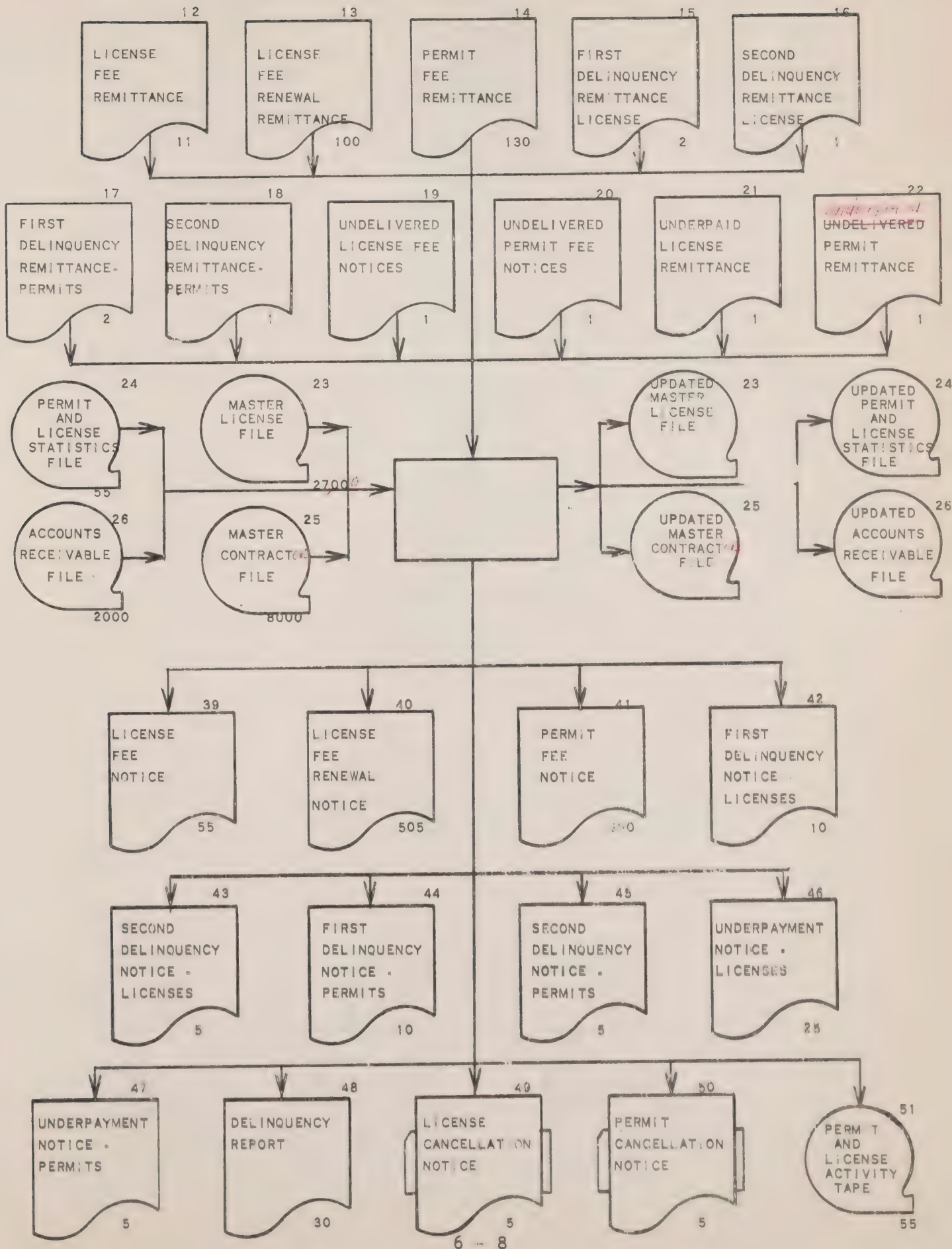
PERMITS AND LICENSES DAILY LICENSE RUN



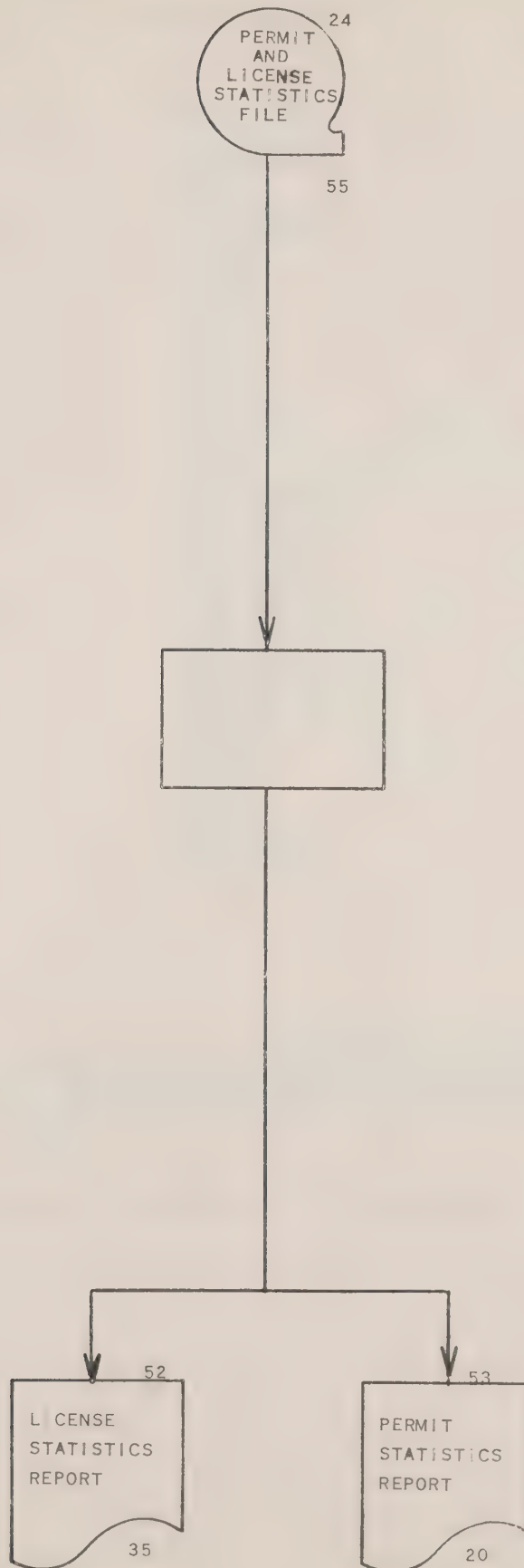
PERMITS AND LICENSES DAILY PERMIT RUN



PERMITS AND LICENCES DAILY REMITTANCE RUN



PERMITS AND LICENSES
MONTHLY STATISTICAL RUN



PERMITS & LICENSES

OUTPUT FORMS

Specification Sheet No.	Type of Form	Form Length in Inches
28	Preprinted	3½
29	Stock	3½
30	Preprinted	11
31	Stock	3½
32	Stock	11
33	Stock	3½
34 (1)	Card	-
35	Stock	3½
36	Stock	3½
37 (2)	See note	-
38 (1)	Card	-
39	Preprinted	3½
40	Same as 39	3½
41	Preprinted	3½
42	Same as 39	3½
43	Same as 39	3½
44	Same as 41	3½
45	Same as 41	3½
46	Same as 39	3½
47	Same as 41	3½
48	Stock	11
49	Stock	3½
50	Stock	3½
52	Same as 53	11
53	Preprinted	11

Note:

- (1) If a turnaround document is not used the information may be printed on a 3½" preprinted form. If a preprinted form is used the manufacturer must supply the necessary time to key punch the input.
- (2) This output may be printed on 11" stock paper.

NAME Permit or License ApplicationPURPOSE To record application for business license or construction type of permit.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>160</u>	AVG. <u>140</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Date			6	6	100	
	<u>Business license:</u>						
	Type of license			3	3	44	
	License number			6	6	44	
	Business code			3	3	44	
	Business name	24	20			44	
	Business address	40	30			44	
	Mailing address	40	30			44	
	Business owner	24	20			44	
	Type of fee			2	2	44	
	Fee basis			9	5	44	
	Number of additional licenses			2	1	44	
	<u>Permits:</u>						
	Type of permit			3	3	55	
	Permit number			6	6	55	
	Contractor number			4	4	55	
	Contractor name	24	20			55	
	Mailing address	40	30			55	
	Location	40	30			55	
	Type of bond			1	1	1	
	Amount of bond			9	5	1	
	Type of deposit			1	1	10	
	Amount of deposit			6	5	10	
	Estimated Valuation			9	5	55	
TOTALS							

NOTES:

NAMEPermit or License Application.....

PURPOSE.....

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.		AVG.			
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of license				3	3	55	
	License number				6	6	55	
	<u>Plumber license:</u>							
	License type				3	3	1	
	License number				6	6	1	
	Name		24	20			1	
	Mailing Address		40	30			1	
	Fee				2	2	1	
TOTALS			296	230	92	78		

NOTES:

NAME License Approval CardPURPOSE To record approval or rejection of investigating department.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
	120	110								
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	<u>Prepunched:</u>									
	Document code				2	2	100			
	Type of license				3	3	100			
	License number				6	6	100			
	Business name		24	20			100			
	Date				6	6	100			
	<u>To be punched:</u>									
	Approval code				1	1	100			
	Approval date				6	6	100			
TOTALS			24	20	24	24				

NOTES:

NAME License Cancellation NoticePURPOSE To cancel business license due to failure of licensee to remit fee.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
	1	1			

OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS	
	MAX.	AVG.	MAX.	AVG.

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Type of license			3	3	100	
	License number			6	6	100	
	Date			6	6	100	
	Cancellation code			1	1	100	
TOTALS				18	18		

NOTES:

NAME License Cancellation Order

PURPOSE To record bureau's order to cancel a business license.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE					
	MAX.	1		MAX.	AVG.				
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX.	AVG.	MAX.	AVG.					
FIELD NO.	ITEM DESCRIPTION			CHARACTERS PER ITEM		% USE	NOTE		
				ALPHABETIC					
				MAX.	AVG.	MAX.	AVG.		
	Document code					2	2	100	
	Type of license					3	3	100	
	License number					6	6	100	
	Date					6	6	100	
	Cancellation order					1	1	100	
TOTALS						18	18		

NOTES:

NAME Plumber License GradePURPOSE To record grade received on plumber's examination.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>1</u>	AVG. <u>1</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Type of license			3	3	100	
	License number			6	6	100	
	Date			6	6	100	
	Result code			1	1	100	
TOTALS				18	18		

NOTES:

NAME Permit Application TapePURPOSE To record permit applications,

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE			
	MAX.	AVG.		MAX.	AVG.		
	150	130					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS				
	MAX.	AVG.	MAX.	AVG.			
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Permit type			3	3	100	
	Permit number			6	6	100	
	Contractor number			4	4	100	
	Contractor name	24	20			100	
	Mailing address	40	30			100	
	Location	40	30			100	
	Type of bond			1	1	1	
	Amount of bond			9	5	1	
	Type of deposit			1	1	19	
	Amount of deposit			6	5	19	
	Type of license			3	3	100	
	License number			6	6	100	
TOTALS		104	80	41	36		

NOTES:

NAME Permit Billing Card

PURPOSE To record fees and approval of permit,

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX. 150	AVG. 130		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	<u>Prepunched:</u>						
	Document code			2	2	100	
	Type of permit			3	3	100	
	Permit number			6	6	100	
	Contractor number			4	4	100	
	Contractor name	24	20			100	
	Date sent			6	6	100	
	<u>To be punched:</u>						
	Date returned			6	6	100	
	Amount of fee			5	3	100	
	Completion code			1	1	100	
TOTALS		24	20	33	31		

NOTES:

NAME Permit Cancellation OrderPURPOSE To record bureau's order to cancel a permit.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>1</u>	AVG. <u>1</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Type of permit			3	3	100	
	Permit number			6	6	100	
	Contractor number			4	4	100	
	Date			6	6	100	
	Cancellation code			1	1	100	
TOTALS				22	22		

NOTES:

NAME Bond or Deposit Return Order

PURPOSE To record order for return of bond or deposit.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE						
	MAX. 1	AVG. 1		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Document code				2	2	100			
	Contractor number				4	4	100			
	Type of bond				1	1	100			
	Type of deposit				1	1	100			
	Date				6	6	100			
	Return code				1	1	100			
TOTALS					15	15				

NOTES:

NAME Bond or Deposit Deficiency Notice

PURPOSE To record bureau's report that a bond or deposit is not sufficient.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE				
	MAX. 1	AVG. 1		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Document code				2	2	100	
	Contractor number				4	4	100	
	Receipt number				6	6	100	
	Type of bond				1	1	100	
	Amount of bond				9	5	100	
	Type of deposit				1	1	100	
	Amount of deposit				6	5	100	
	Date				6	6	100	
TOTALS					35	30		

NOTES:

NAME Permit Cancellation NoticePURPOSE Advise bureau and applicant of deficiency in bond or deposit.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>1</u>	AVG. <u>1</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Contractor number			4	4	100	
	Type of permit			3	3	100	
	Permit number			6	6	100	
	Date			6	6	100	
	Cancellation code			1	1	100	
TOTALS				22	22		

NOTES:

NAME License Fee Remittance

PURPOSE To record receipt of license fee.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX. 12	AVG. 11		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Type of License			3	3	100	
	License number			6	6	100	
	Date received			6	6	100	
	Fee basis			9	5	100	
	Amount of remittance			6	4	100	
TOTALS				32	26		

NOTES:

NAME License Fee Renewal RemittancePURPOSE To record receipt of license renewal fee.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
	108	100			

OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS	
	MAX.	AVG.	MAX.	AVG.

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Type of License			3	3	100	
	License number			6	6	100	
	Date received			6	6	100	
	Fee basis			9	5	100	
	Amount of remittance			6	4	100	
TOTALS				32	26		

NOTES:

NAME Permit Fee Remittance

PURPOSE To record permit fee remittance.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
	150	130			

OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS	
	MAX.	AVG.	MAX.	AVG.

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Document code			2	2	100			
	Contractor number			4	4	100			
	Type of permit			3	3	100			
	Permit number			6	6	100			
	Fee			6	4	100			
	Date			6	6	100			
TOTALS				27	25				

NOTES:

NAME First Delinquency Remittance - License

PURPOSE To record remittance of delinquent license fee.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS Daily		FILE	NO. RECORDS PER FILE						
	MAX. 2	AVG. 2		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	AVG.	MAX.	AVG.						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Document code				2	2	100			
	Type of license				3	3	100			
	License number				6	6	100			
	Fee basis				9	5	100			
	Penalty				5	3	100			
	Amount of remittance				6	4	100			
	Date				6	6	100			
TOTALS					37	29				

NOTES:

NAME Second Delinquency Remittance - LicensePURPOSE To record remittance of delinquent license fee.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
	Daily				
	1	1			

OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS	
	MAX.	AVG.	MAX.	AVG.

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Type of license			3	3	100	
	License number			6	6	100	
	Fee basis			9	5	100	
	Penalty			5	3	100	
	Amount of remittance			6	4	100	
	Date			6	6	100	
TOTALS				37	29		

NOTES:

NAME First Delinquency Remittance - PermitsPURPOSE To record remittance of delinquent permit fee.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE		
	MAX. <u>2</u>	AVG. <u>2</u>		MAX.	AVG.	
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS			
	MAX.	AVG.	MAX.	AVG.		

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document Code			2	2	100	
	Contractor number			4	4	100	
	Type of permit			3	3	100	
	Permit number			6	6	100	
	Fee			6	4	100	
	Penalty			5	3	100	
	Amount of remittance			6	4	100	
TOTALS				32	26		

NOTES:

NAME Second Delinquency Remittance - PermitsPURPOSE To record remittance of delinquent permit fee.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>1</u>	AVG. <u>1</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Contractor number			4	4	100	
	Type of permit			3	3	100	
	Permit number			6	6	100	
	Fee			6	4	100	
	Penalty			5	3	100	
	Amount of remittance			6	4	100	
	Date			6	6	100	
TOTALS				38	32		

NOTES:

NAME Undelivered License Fee NoticesPURPOSE To record undelivered license fee notices for license cancellation.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE	
	MAX. <u>1</u>	AVG. <u>1</u>		MAX.	AVG.
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Type of license			3	3	100	
	License number			6	6	100	
	Cancellation code			1	1	100	
TOTALS				12	12		

NOTES:

NAME Undelivered Permit Fee NoticesPURPOSE To record undelivered permit fee notices for permit cancellation.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE		
	MAX. <u>1</u>	AVG. <u>1</u>		MAX.	AVG.	
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS			
	MAX.	AVG.	MAX.	AVG.		

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Document code			2	2	100	
	Contractor number			4	4	100	
	Type of permit			3	3	100	
	Permit number			6	6	100	
	Cancellation code			1	1	100	
TOTALS				16	16		

NOTES:

NAME Underpaid License RemittancePURPOSE To record remittance for previously underpaid license fee notices

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS <u>Daily</u>		FILE	NO. RECORDS PER FILE		
	MAX. <u>1</u>	AVG. <u>1</u>		MAX.	AVG.	
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS			
	MAX.	AVG.	MAX.	AVG.		

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Type of license			3	3	100	
	License number			6	6	100	
	Business name	24	20			100	
	Business address	40	30			100	
	Mailing address	40	30			100	
	Business owner	24	20			100	
	Type of fee			2	2	100	
	Due date			6	6	100	
TOTALS		128	100	17	17		

NOTES:

NAME Underpaid Permit RemittancePURPOSE To record remittance for previously underpaid permit fee notice .

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE			
	MAX.	AVG.		MAX.	AVG.		
	1	1					
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS				
	MAX.	AVG.	MAX.	AVG.			
FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Type of permit			3	3	100	
	Permit number			6	6	100	
	Contractor number			4	4	100	
	Contractor name	24	20			100	
	Mailing address	40	30			100	
	Location	40	30			100	
	Fee			6	4	100	
	Due date			6	6	100	

NOTES:

NAME Master License FilePURPOSE To maintain record of licenses in effect.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				30,000	27,000			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of license				3	3	100	
	License number				6	6	100	
	Business code				3	3	100	
	Business name		24	20			100	
	Business address		40	30			100	
	Mailing Address		40	30			100	
	Business owner		24	20			100	
	Type of fee				2	2	100	
	Number of additional licenses				2	1	100	
	Issue date				6	6	100	
	Expiration date				6	6	100	
	<u>Gross receipts</u>							
	Current year				9	5	80	
	Prior year				9	5	80	
	2nd prior year				9	5	79	
	3rd prior year				9	5	78	
	4th prior year				9	5	77	
	<u>Other Tax base</u>							
	Current year				8	3	20	
	Prior year				8	3	20	
	2nd prior year				8	3	19	
	3rd prior year				8	3	18	
	4th prior year				8	3	17	
	Delinquency Code				1	1	1	
TOTALS			128	100	114	68		

NOTES:

File is in type of license and license number sequence.

NAME Permit and License Statistics FilePURPOSE To accumulate statistics concerning permits and licenses

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				60	55			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC				
		MAX.	AVG.	MAX.	AVG.			
	<u>Licenses:</u>							
	Type of license				3	3	55	
	Business code				3	3	55	
	Business classifications		24	20			55	
	Licenses in effect - beginhing of month				5	4	55	
	Licenses added during month				5	4	55	
	Licenses renewed during month				5	4	55	
	Delinquent Licenses renewed during month				2	1	1	
	Licenses cancelled during month				3	2	55	
	Licenses in effect - end of month				5	4	55	
	License fees for month				9	8	55	
	License fees - year to date				9	8	55	
	License in effect - end of prior year				5	4	55	
	License fees - year to date - prior year				9	8	55	
	<u>Permits:</u>							
	Permit type				3	3	45	
	Permit classification		24				45	
	Permits in process beginning of month				4	3	45	
	Permits added during month				4	3	45	
	Permits completed during month				4	3	45	
	Permits denied during month				3	2	45	
	Permits in process at end of month				4	3	45	
	Permits issued - year to date				6	5	45	
	Permit fees for month				8	6	45	
TOTALS								

NOTES:

File sequence is type of License and type of Permit.

NAME Permit and License Statistics File

PURPOSE.....

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.		AVG.			
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Permit fees - year to date				9	7	45	
	Permits issued - year to date - prior year				6	5	45	
	Permit fees - year to date - prior year				9	7	45	
	Permits in process - end of prior year				5	4	45	
	Permits estimated valuation - for month				8	7	45	
	Permits estimated valuation - year to date				9	8	45	
	Permits estimated valuation - year to date, prior year				9	8	45	
TOTALS			48	40	154	127		

NOTES:

NAME Master Contractor File

PURPOSE To maintain record of bonded contractors and permits in process.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
				16,000	8,000			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Contractor number				4	4	100	
	Contractor name		24	20			100	
	Mailing address		40	30			100	
	Location		40	30			100	
	Type of bond				1	1	1	
	Amount of bond				9	5	1	
	Permits covered by bond				1	1	1	
	Type of deposit				1	1	20	
	Amount of deposit				6	5	20	
	Permit covered by deposit				1	1	20	
	Type of permit				3	3	100	
	Permit number				6	6	100	
	Project valuation				9	5	100	
	Application date				6	6	100	
	Expiration date				6	6	100	
	Fee				5	3	100	
	Delinquency code				1	1	100	
	Type of license				3	3	100	
	License number				6	6	100	
TOTALS			104	80	68	57		

NOTES:

NAME Accounts Receivable FilePURPOSE Record of all accounts receivable.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
				2,200	2,000
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX.	AVG.	MAX.	AVG.	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Fund number			3	3	100	
	Appropriation number			5	2	100	
	Function number			6	6	100	
	Revenue classification			3	3	100	
	Name	24	20			100	
	Accounts receivable or Contractor's number			6	6	100	
	Less than 30 days			9	5	100	
	30 to 60 days			9	5	100	
	60 to 90 days			9	5	100	
	Over 90 days			9	5	100	
	Balance			9	5	100	
	Revenue code			1	1	100	
	License or permit number			6	6	100	
	Expiration date			6	6	100	
TOTALS		24	20	81	58		

NOTES:

NAME Permit Application Tape

PURPOSE To transfer permit application to daily permit run.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX.	AVG.	MAX.	AVG.				
	- 0 -	- 0 -	150	130				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Document code				2	2	100	
	Permit type				3	3	100	
	Permit number				6	6	100	
	Contractor number				4	4	100	
	Contractor name		24	20			100	
	Mailing address		40	30			100	
	Location		40	30			100	
	Type of bond				1	1	1	
	Amount of bond				9	5	1	
	Type of deposit				1	1	19	
	Amount of deposit				6	5	19	
	Type of license				3	3	100	
	License number				6	6	100	
TOTALS			104	80	41	36		

NOTES:

NAME Business LicensePURPOSE Municipal Business license.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 120	AVG. 110	MAX. 600	AVG. 550				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of license				3	3	100	
	License number				6	6	100	
	Business name		24	20			100	
	Business address		40	30			100	
	Mailing address		40	30			100	
	Business owner		24	20			100	
	Fee				6	4	100	
	Penalty				5	3	1	
	Total amount				6	4	100	
	Date				6	6	100	
	Expiration date				6	6	100	
TOTALS			128	100	38	32		

NOTES:

Each item would appear once on each document; however, five lines would be printed on each license.

NAME Plumber LicensePURPOSE To provide authorization to engage in the plumbing trade.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>1</u>	AVG. <u>1</u>	MAX. <u>3</u>	AVG. <u>3</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Type of license			3	3	100	
	License number			6	6	100	
	Name	24	20			100	
	Mailing address	40	30			100	
	Date			6	6	100	
	Expiration date			6	6	100	
	Amount of fee			2	2	100	
TOTALS		64	50	23	23		

NOTES:

Each item would appear once on the license.

NAME Audit DataPURPOSE To provide detail of business license file for field auditors.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 160	AVG. 150	MAX. 5000	AVG. 4500	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Type of license			3	3	100			
	License number			6	6	100			
	Business name	24	20			100			
	Business address	40	30			100			
	Mailing address	40	30			100			
	Business owner	24	20			100			
	<u>Gross receipts:</u>								
	Current year			9	5	80			
	Prior year			9	5	80			
	2nd prior year			9	5	79			
	3rd prior year			9	5	78			
	4th prior year			9	5	77			
	<u>Other tax base:</u>								
	Current year			8	3	20			
	Prior year			8	3	20			
	2nd prior year			8	3	19			
	3rd prior year			8	3	18			
	4th prior year			8	3	17			
	Business license tax - current year			8	4	100			
	License expiration date			6	6	100			
	Date			6	6	100			
TOTALS		128	100	114	65				

NOTES:

Each item would appear once with two lines per record.

NAME Rejection NoticePURPOSE To inform bureau and applicant of rejection of application.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>1</u>	AVG. <u>1</u>	MAX. <u>1</u>	AVG. <u>1</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Business owner	24	20			100			
	Mailing address	40	30			100			
	Date			6	6	100			
TOTALS		64	50	6	6				

NOTES:

NAME Exception NoticePURPOSE To report lack of business license.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>1</u>	AVG. <u>1</u>	MAX. <u>1</u>	AVG. <u>1</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Type of permit			3	3	100			
	Permit number			6	6	100			
	Contractor number	24	20			100			
	Mailing address	40	30			100			
TOTALS		64	50	9	9				

NOTES:

NAME Failure on Plumber examinationPURPOSE To advise bureau and applicant of failure of plumber examination.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX. <u>1</u>	AVG. <u>1</u>	MAX. <u>1</u>	AVG. <u>1</u>						
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE		
			ALPHABETIC		NUMERIC					
			MAX.	AVG.	MAX.	AVG.				
	Name		24	20			100			
	Mailing address		40	30			100			
	Date				6	6	100			
	Result code				1	1	100			
TOTALS			64	50	7	7				

NOTES:

NAME License Approval CardPURPOSE To provide department with document for recording approval or rejection of application for business license.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>120</u>	AVG. <u>110</u>	MAX. <u>120</u>	AVG. <u>110</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Document code			2	2	100			
	Type of license			3	3	100			
	License number			6	6	100			
	Business name	24	20			100			
	Date			6	6	100			
TOTALS		24	20	17	17				

NOTES:

NAME Bond or Deposit Deficiency NoticePURPOSE To report any deficiencies in bonds or deposits.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>1</u>	AVG. <u>1</u>	MAX. <u>1</u>	AVG. <u>1</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Contractor name	24	20			100			
	Mailing address	40	30			100			
	Amount of deposit			5	4	100			
	Amount of deficiency			5	4	100			
	Type of permit			3	3	100			
	Permit number			6	6	100			
TOTALS		64	50	19	17				

NOTES:

NAME Stop Order

PURPOSE To stop processing of permit application filed by contractor with deficient
bond or deposit.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. 1	AVG. 1	MAX. 1	AVG. 1	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Contractor's number			4	4	100			
	Contractor's name	24	20			100			
	Type of permit			3	2	100			
	Permit number			6	6	100			
	Date			6	6	100			
TOTALS		24	20	19	18				

NOTES:



NAME Contractor Reference CardPURPOSE Record of contractors with a valid business license.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>1</u>	AVG. <u>1</u>	MAX. <u>1</u>	AVG. <u>1</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE		
		ALPHABETIC		NUMERIC					
		MAX.	AVG.	MAX.	AVG.				
	Contractor number			4	4	100			
	Contractor name	24	20			100			
	Mailing address	40	30			100			
	Type of license			3	3	100			
	License number			6	6	100			
TOTALS		64	50	13	13				

NOTES:

NAME Permit Billing CardPURPOSE For accumulation of fees and approval by the departments.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE					
	MAX.	AVG.		MAX.	AVG.				
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX.	150	AVG.	130	MAX.	150	AVG.	130	
FIELD NO.	ITEM DESCRIPTION			CHARACTERS PER ITEM				% USE	NOTE
				ALPHABETIC		NUMERIC			
				MAX.	AVG.	MAX.	AVG.		
	Document code					2	2	100	
	Type of permit					3	3	100	
	Permit number					6	6	100	
	Contractor number					4	4	100	
	Contractor name			24	20			100	
	Date sent:					6	6	100	
TOTALS				24	20	21	21		

NOTES:

NAME License Fee NoticePURPOSE Bill for license fee.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 12	AVG. 11	MAX. 60	AVG. 55				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of license				3	3	100	
	License number				6	6	100	
	Business name		24	20			100	
	Business address		40	30			100	
	Mailing address		40	30			100	
	Business owner		24	20			100	
	Type of fee				2	2	100	
	Due date				6	6	100	
TOTALS			128	100	17	17		

NOTES:

Each item would appear once on each document; however, five lines would be printed on each license.

NAME License Fee Renewal NoticePURPOSE Bill for license renewal fee.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 108	AVG. 100	MAX. 540	AVG. 505				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of license				3	3	100	
	License number				6	6	100	
	Business name		24	20			100	
	Business address		40	30			100	
	Mailing address		40	30			100	
	Business owner		24	20			100	
	Type of fee				2	2	100	
	Due date				6	6	100	
	Expiration date				6	6	100	
TOTALS			128	100	23	23		

NOTES:

Each item would appear once on each document; however, five lines would be printed on each license.

NAME Permit Fee NoticePURPOSE Bill for permit fee

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE						
	MAX.	AVG.		MAX.	AVG.					
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS							
	MAX.	150	AVG.	130	MAX.	750	AVG.	650		
FIELD NO.	ITEM DESCRIPTION				CHARACTERS PER ITEM				% USE	NOTE
					ALPHABETIC		NUMERIC			
					MAX.	AVG.	MAX.	AVG.		
	Type of permit						3	3	100	
	Permit number						6	6	100	
	Contractor number						4	4	100	
	Contractor name				24	20			100	
	Mailing address				40	30			100	
	Location				40	30			100	
	Fee						6	4	100	
	Due date						6	6	100	
TOTALS					104	80	25	23		

NOTES:

Each item would appear once on the notice.

NAME First Delinquency Notice - LicensesPURPOSE To advise licensee that license fee is delinquent.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 2	AVG. 2	MAX. 10	AVG. 10				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of license				3	3	100	
	License number				6	6	100	
	Business name		24	20			100	
	Business address		40	30			100	
	Mailing address		40	30			100	
	Business owner		24	20			100	
	Type of fee				2	2	100	
	Due date				6	6	100	
	Expiration date				6	6	100	
TOTALS			128	100	23	23		

NOTES:

Each item would appear once on each document.

NAME Second Delinquency Notice - LicensesPURPOSE To advise licensee that the license fee is delinquent.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 5	AVG. 5				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of license				3	3	100	
	License number				6	6	100	
	Business name		24	20			100	
	Business address		40	30			100	
	Mailing address		40	30			100	
	Business owner		24	20			100	
	Type of fee				2	2	100	
	Due date				6	6	100	
	Expiration date				6	6	100	
TOTALS			128	100	23	23		

NOTES:

Each item would appear once on each document.

NAME First Delinquency Notice - Permits

PURPOSE To advise contractor that a permit fee is delinquent.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 2	AVG. 2	MAX. 10	AVG. 10				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of permit				3	3	100	
	Permit number				6	6	100	
	Contractor number				4	4	100	
	Contractor name		24	20			100	
	Mailing address		40	30			100	
	Location		40	30			100	
	Fee				6	4	100	
	Due date				6	6	100	
TOTALS			104	80	25	23		

NOTES:

Each item would appear once on each document.

NAME Second Delinquency Notice - PermitsPURPOSE To advise contractor that a permit fee is delinquent.

SPECIAL TIME REQUIREMENTS.....

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>1</u>	AVG. <u>1</u>	MAX. <u>5</u>	AVG. <u>5</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Type of permit			3	3	100	
	Permit number			6	6	100	
	Contractor number			4	4	100	
	Contractor name	24	20			100	
	Mailing address	40	30			100	
	Location	40	30			100	
	Fee			6	4	100	
	Due date			6	6	100	
TOTALS		104	80	25	23		

NOTES:

Each item would appear once on each document.

NAME Underpayment Notice - LicensesPURPOSE To advise licensee of underpayment of license fee.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 5	AVG. 5	MAX. 25	AVG. 25				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of license				3	3	100	
	License number				6	6	100	
	Contractor number				4	4	100	
	Contractor name		24	20			100	
	Mailing address		40	30			100	
	Location		40	30			100	
	Fee				6	4	100	
	Due date				6	6	100	
	Expiration date				6	6	100	
TOTALS			104	80	31	29		

NOTES:

Each item would appear once on each document.

NAME Underpayment Notice - PermitsPURPOSE To advise contractor of underpayment of permit fees.

SPECIAL TIME REQUIREMENTS _____

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE					
	MAX.	AVG.		MAX.	AVG.				
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS						
	MAX.	1	AVG.	1	MAX.	5	AVG.	5	
FIELD NO.	ITEM DESCRIPTION			CHARACTERS PER ITEM				% USE	NOTE
				ALPHABETIC		NUMERIC			
				MAX.	AVG.	MAX.	AVG.		
	Type of permit					3	3	100	
	Permit number					6	6	100	
	Contractor number					4	4	100	
	Contractor name			24	20			100	
	Mailing address			40	30			100	
	Location			40	30			100	
	Fee					6	4	100	
	Due date					6	6	100	
TOTALS				104	80	25	23		

NOTES:

Each item would appear once on each document.

NAME Delinquency ReportPURPOSE To report accounts delinquent for more than one month.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 30	AVG. 30				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Type of License				3	3	100	
	License number				6	6	100	
	Business name		24	20			100	
	Business address		40	30			100	
	Due date				6	6	100	
	Expiration date				6	6	100	
	Contractor number				4	4	100	
	Contractor name		24	20			100	
	Type of permit				3	3	100	
	Permit number				6	6	100	
	Fee				6	4	100	
	Penalty				5	3	100	
	Total amount				6	4	100	
	Due date				6	6	100	
TOTALS			88	70	57	51		

NOTES:

This document would have six items with two lines per item.

NAME License Cancellation NoticePURPOSE To inform bureau and licensee of cancellation of business license for failure to remit fee.

SPECIAL TIME REQUIREMENTS.

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE	
	MAX.	AVG.		MAX.	AVG.
OUTPUT	NO. DOCUMENTS <u>Daily</u>		TOTAL LINES PRINTED ALL DOCUMENTS		
	MAX. <u>1</u>	AVG. <u>1</u>	MAX. <u>5</u>	AVG. <u>5</u>	

FIELD NO.	ITEM DESCRIPTION	CHARACTERS PER ITEM				% USE	NOTE
		ALPHABETIC		NUMERIC			
		MAX.	AVG.	MAX.	AVG.		
	Type of license			3	3	100	(1)
	License number			6	6	100	(1)
	Business owner	24	20			100	
	Mailing address	40	30			100	
	Date			6	6	100	(1)
	Document code			2	2	100	(1)
	Cancellation code			1	1	100	(1)
TOTALS		64	50	18	18		

NOTES:

(1) These items would be punched in a card so that license can be removed from the Master License File.

NAME Permit Cancellation NoticePURPOSE Advise bureau and applicant of deficiency in bond or deposit.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 5	AVG. 5				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Contractor number				4	4	100	(1)
	Contractor name		24	20			100	
	Mailing address		40	30			100	
	Location		40	30			100	
	Type of permit				3	3	100	(1)
	Permit number				6	6	100	(1)
	Date				6	6	100	(1)
	Document code				2	2	100	(1)
	Cancellation code				1	1	100	(1)
TOTALS			104	80	19	19		

NOTES:

- (1) This data would be punched in a card so that the permit can be removed from the Master Contractor File.

NAME Permit & License Activity TapePURPOSE To summarize cash receipts for transfer to revenue accounting.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Daily		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. - 0 -	AVG. - 0 -	MAX. 60	AVG. 55				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Fund number				3	3	100	
	Appropriation number				5	2	100	
	Function number				6	6	100	
	Revenue classification				3	3	100	
	Amount				9	5	100	
TOTALS					26	19		

NOTES:

NAME License Statistics ReportPURPOSE To report types of business license issued and in effect.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 40	AVG. 35				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Business classification		24	20			100	
	Licenses in effect - beginning of month				5	4	100	
	Addition for month				5	4	100	
	Deduction for month				3	2	100	
	License in effect - end of month				5	4	100	
	Fees for month				9	8	100	
	Fees - year to date				9	8	100	
	Licenses in effect - end of prior year				5	3	100	
	Fees - year to date, prior year				9	8	100	
TOTALS			24	20	50	41		

NOTES:

NAME Permit Statistics Report

PURPOSE To report types of permits issued and in effect.

SPECIAL TIME REQUIREMENTS

INPUT	NO. DOCUMENTS		FILE	NO. RECORDS PER FILE				
	MAX.	AVG.		MAX.	AVG.			
OUTPUT	NO. DOCUMENTS Monthly		TOTAL LINES PRINTED ALL DOCUMENTS					
	MAX. 1	AVG. 1	MAX. 20	AVG. 20				
FIELD NO.	ITEM DESCRIPTION		CHARACTERS PER ITEM				% USE	NOTE
			ALPHABETIC		NUMERIC			
			MAX.	AVG.	MAX.	AVG.		
	Permit classification		24	20			100	
	Permits in effect - beginning of month				5	4	100	
	Additions for month				5	4	100	
	Deductions for month				3	2	100	
	Permits in effect - end of month				5	4	100	
	Fees for month				9	8	100	
	Fees - year to date				9	8	100	
	Permits in effect - end of prior year				5	3	100	
	Fees - year to date, prior year				9	8	100	
	Permits estimated valuation - for month				8	7	100	
	Permits estimated valuation - year to date				9	8	100	
	Permits estimated valuation - year to date, prior year				9	8	100	
TOTALS			24	20	76	64		

NOTES:

TRAFFIC SIGNAL PROBLEM

The primary objective of this problem is to determine the timing relationships in an interconnected traffic signal system.

1. Assumptions

- a. There are 100 loops in a grid. Each loop has four sides with a traffic signal at each intersection.
- b. Each traffic signal controller has a 40 second cycle.
- c. Each split and offset would be given based on ideal conditions provided by the Electrical Department.

2. Definitions

- a. Loop: A loop corresponds to a block with a signal at each of the four intersections. Each loop has four offsets and four splits.
- b. Splits: The 40 second cycle is divided into two portions. One portion indicates the number of seconds that a light would be green in a North-South direction. The other portion indicates the number of seconds the light would be green in an East-West direction.
- c. Offset: The time it takes to drive from one intersection to another intersection in the loop at a speed of 25 miles per hour.

3. Formula for balancing each loop

The sum of the entering splits plus the sum of the offsets in a given loop must equal an integral number of cycles..

The accompanying formula and diagram indicates the relationship of a given loop to the three adjacent loops.

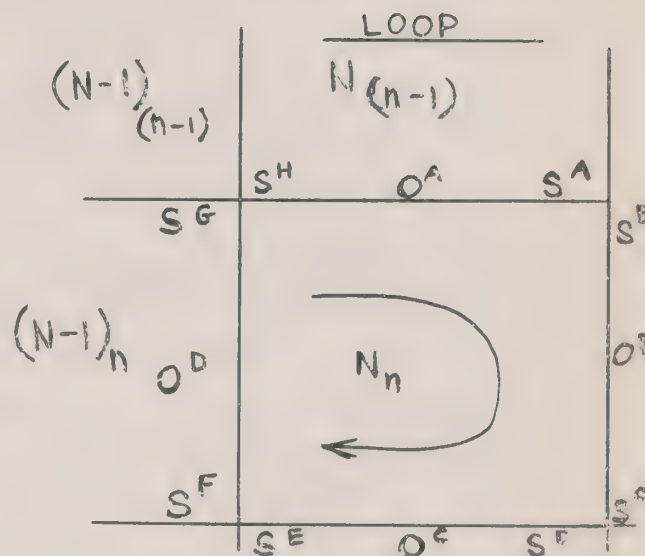
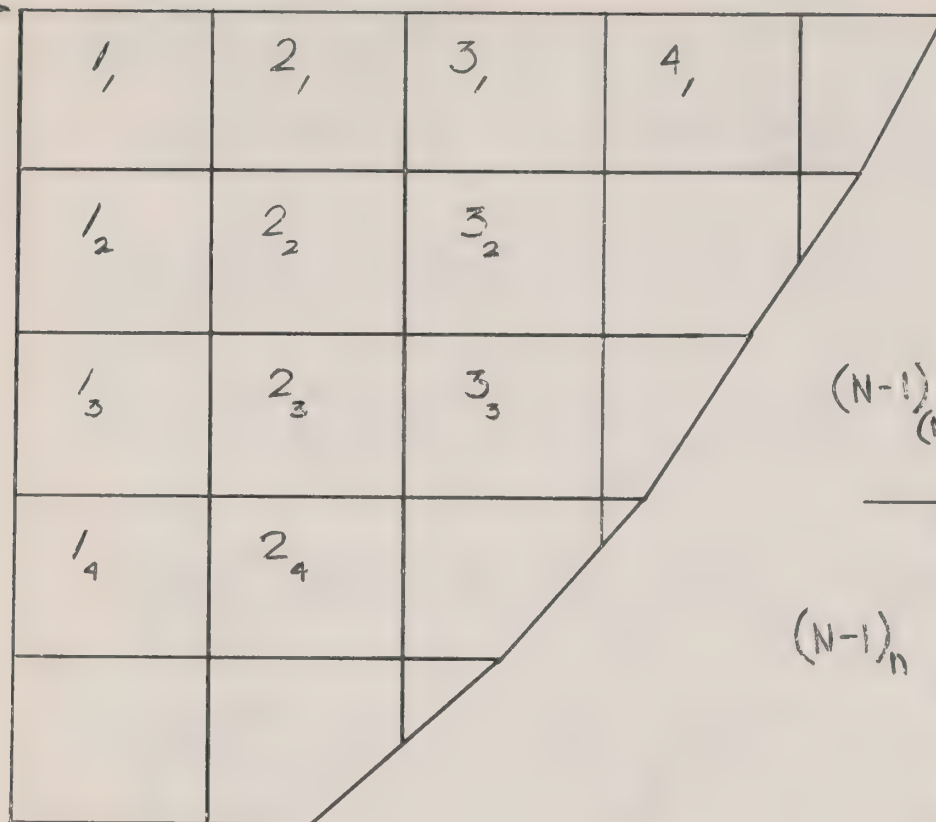
The offsets will be taken in a clock-wise direction as indicated in the loop diagram.

TRAFFIC SIGNAL PROBLEM

29. All inputs, outputs and proportionate distributions will be in whole seconds.

START

GRID



$$S^A + S^B = S^C + S^D = S^E + S^F = S^G + S^H = 40 \text{ Sec.}$$

$$N_{(n-1)} (40 - O^C) + N_{(n-1)} (40 - S^C) + N_n O^B + N_n S^C + N_n O^C +$$

TRAFFIC SIGNAL PROBLEM

9. Please change the last item in the formula on page 7-2 to read

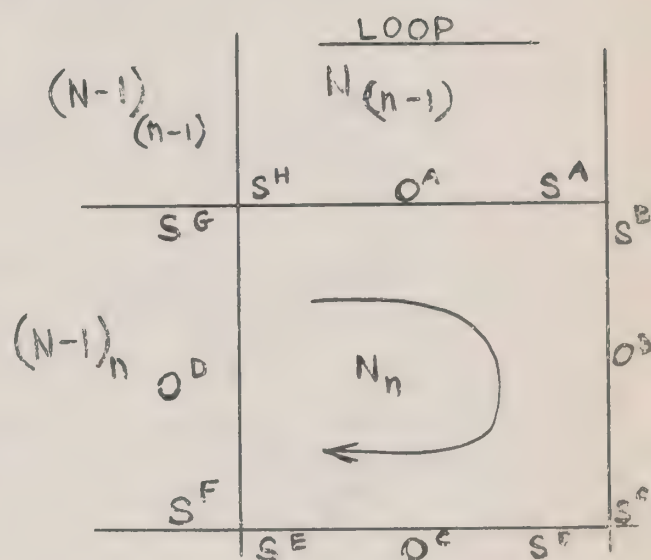
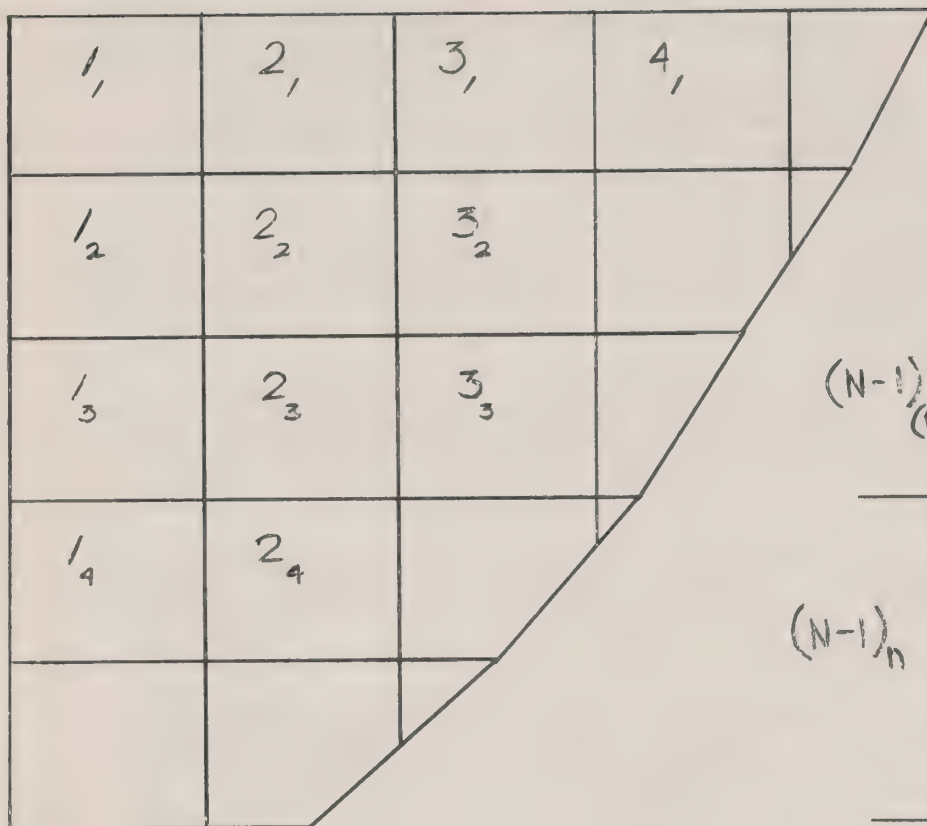
$$+ (N-1)_{(n-1)} S^C \quad \text{instead of} \quad + (N-1)_{(n-1)} (40 - S^C)$$

where loop an adjustment would have to be made if "x" is not an integer. This adjustment will be such that "x" is an integer after the adjustment.

The adjustment will be distributed proportionately to the two adjacent offsets and split which falls between them. This adjustment would not be made to any offset or split that would affect any loop previously balanced.

START

GRID



$$S^A + S^B = S^C + S^D = S^E + S^F = S^G + S^H = 40 \text{ Sec.}$$

$$N_{(n-1)} (40 - O^C) + N_{(n-1)} (40 - S^C) + N_n O^B + N_n S^C + N_n O^C + (N-1)_n (40 - S^C) + (N-1)_n (40 - O^B) + (N-1)_{(n-1)} (40 - S^C) =$$

40x when x is an integer.

After the sum of the splits and offsets is arrived at for a given loop an adjustment would have to be made if "x" is not an integer. This adjustment will be such that "x" is an integer after the adjustment.

The adjustment will be distributed proportionately to the two adjacent offsets and split which falls between them. This adjustment would not be made to any offset or split that would affect any loop previously balanced.

4. Index to solution

After all loops in the grid have been balanced an index is determined by the following formula:

$$\text{Ideal index-grid} = \sum \left(\frac{\text{Ideal Value} - \text{Test Value}}{\text{Ideal Value}} \right)^2$$

Each segment of the equation is one split or one offset so that 800 segments will be summed to get the ideal index for the grid.

$$\begin{aligned} I_G = & \left(\frac{N_h O^{A'} - N_h O^A}{N_h O^{A'}} \right)^2 + \left(\frac{N_h S^{A'} - N_h S^A}{N_h S^{A'}} \right)^2 + \left(\frac{N_h O^{B'} - N_h O^B}{N_h O^{B'}} \right)^2 + \\ & \left(\frac{N_h S^{C'} - N_h S^C}{N_h S^{C'}} \right)^2 + \left(\frac{N_h O^{C'} - N_h O^C}{N_h O^{C'}} \right)^2 + \left(\frac{N_h S^{E'} - N_h S^E}{N_h S^{E'}} \right)^2 + \\ & \left(\frac{N_h O^{D'} - N_h O^D}{N_h O^{D'}} \right)^2 + \left(\frac{N_h S^{G'} - N_h S^G}{N_h S^{G'}} \right)^2 \dots \left(\frac{10_{10} S^{G'} - 10_{10} S^G}{10_{10} S^{G'}} \right)^2 \end{aligned}$$

O - computed offset
O' - Ideal Offset (given)
S - computed split
S' - Ideal Split (given)
I_G - Ideal Index-grid

5. Input

800 records or 100 loops X (4 splits+4 offsets)

$N_h O^{A'}$	$N_h O^{C'}$
$N_h S^{A'}$	$N_h S^{E'}$
$N_h O^{B'}$	$N_h O^{D'}$
$N_h S^{C'}$	$N_h S^{G'}$

Note; Sum of input usually is not equal to 40x when x is an integer.

6. Output

800 records or 100 loops X(4 splits + 4 offsets)

$N_h O^A$	$N_h O^A$
$N_h S^A$	$N_h S^A$
$N_h O^B$	$N_h O^B$
$N_h S^C$	$N_h S^C$
$N_h O^C$	$N_h O^C$
$N_h S^E$	$N_h S^E$
$N_h O^D$	$N_h O^D$
$N_h S^F$	$N_h S^F$
Plus I_F	

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